

**California State Polytechnic University, Pomona  
College of Environmental Design**

**Department of Architecture  
Retention, Tenure and Promotion Criteria**

**Spring 2022**

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## **Section I: Introduction, Mission and Goals**

### **A. Introduction**

California State Polytechnic University, Pomona is a teaching university with an emphasis on the application of knowledge, and an interest in research. The primary focus within the Department of Architecture is the teaching of architecture in a manner that prepares its graduates for socially responsible careers within the profession of architecture.

The Department seeks to provide a comprehensive professional education for its students balancing pragmatic issues with theoretical and thoughtful concerns for the broader social and physical environment in which the profession is engaged. The Department also carries the responsibility of providing a general education for its undergraduate students.

The Department seeks to maintain a faculty of full-time and part-time instructors, balanced between practicing architects and academicians. Faculty are expected to exhibit intellectual and professional growth within their specific areas of interest while teaching within the Department. The collective faculty has a responsibility for the nurturing and development of the Department's students and its faculty members, and for the preservation of their right to due process in all Department decisions.

### **B. Architecture Department Mission Statement**

As a professional program in architecture, the mission of this department is to advocate the broader purposes of architecture, including its public significance, its role in creating sustainable and equitable environments, and its provision of service to society through graduates who are responsible professionals, motivated by a sense of civic engagement.

### **C. Architecture Department Goals**

1. To articulate for the Department and the University, an enriched and expanded mission for architecture including concern for ecological and social health, safe, sustainable and equitable communities, and the uplifting aspirations of good design.
2. To engender respect for scholarship in its diverse forms within the faculty of architecture, most particularly as applied knowledge that enriches the pursuit of new knowledge, and in which evaluations, expectations and rewards are arrived at clearly and in a collegial manner.
3. To emphasize the discovery, integration, application and sharing of knowledge in the learning process.
4. To foster reflective practice through liberal education courses which inform practice, and that connect architecture to other disciplines through the design studio as an integrative learning environment.
5. To develop a climate for learning within the department, emphasizing communication and respect.
6. To seek productive and mutually profitable partnerships with the profession for sustained learning.
7. To establish a climate of engagement in the critical issues facing society in order to articulate and demonstrate the long-term value of architecture.

## **Section II: Procedures**

### **1. Statement of Purpose**

**1.1** This document fulfills all requirements for directing candidates seeking reappointment, tenure and promotion in the Department. It incorporates Policies 1328 and 1329 of the University Manual, and the current Unit 3 Collective Bargaining Agreement (CBA) and documents incorporated therein. No other documents and criteria are applicable. In any case of inconsistency between applicable documents, the CBA takes first precedence, the University Manual second precedence, and the approved Department RTP Document third precedence.

**1.2** Throughout the document, the term “scholarship” is used to refer to research, scholarly, creative, and/or professional activities. The term “service” is used to refer to activities such as participation in Department, College, University, Community, or Professional organization standing or temporary committees, student advising or mentoring, academic governance, fellowships, or visiting positions at other institutions, and administrative assignment.

**1.3** In evaluating a candidate for reappointment, tenure, or promotion the review groups shall consider, in order of importance, the candidate's teaching, scholarship, and service to the university and community. The candidate must perform satisfactorily in all three areas to receive a positive evaluation. The candidate's reappointment level, past performance, improvement, and contributions to the collective functions of the faculty are also considered as part of an evaluation.

**1.4** It is an expectation that all faculty in the Department exhibit characteristics of collegiality including cordial behavior with students, staff, and colleagues in the department, College, and University; tolerance for differing points of view; and the ability to express one’s own position in a civil manner. The prospect for continuing collegiality is thus an important factor in decisions about reappointment, promotion, and tenure.

**1.5** Reappointment means that the candidate is re-applying for the next probationary year. Reappointment, beyond the second year, is not automatic and must be requested. Candidates successful in obtaining reappointment shall be re-appointed for a one or two year appointment. Candidates who are unsuccessful in obtaining reappointment and are currently in their first or second probationary year shall be granted termination effective at the end of the current academic year. Candidates who are unsuccessful in obtaining reappointment and are currently in their third, fourth, or fifth year shall be granted reappointment with terminal year.

Consideration of teaching, scholarship, and service may also include such activities as student advising or mentoring, peer evaluation of teaching performance, service in academic governance, and absence from teaching duties for such purposes as sabbatical leave, fellowships, overseas teaching, visiting professor/scholar at other institution(s), and administrative assignment for the University.

**1.6** Tenure is the status conferred on the candidate by the University that grants continuous, automatic reappointment, with some limitations. Tenure is requested at the beginning of the sixth probationary year or earlier if the candidate seeks early tenure. Candidates successful in obtaining tenure shall be re-appointed with tenure. Failure to obtain tenure at the end of the sixth probationary year results in the granting of reappointment to terminal year.

**1.7** Promotion means the candidate seeks a change in rank commensurate with accomplishments deserving merit and recognition. The candidate is eligible for regular promotion to Associate Professor at the end of their sixth probational year, and to full professor if they have four years at the rank of Associate Professor and may apply at the beginning of the fifth year. The candidate is eligible for early promotion if they have

less than the required years for regular promotion in their current rank and may apply at the beginning of any RTP cycle. Requests for early actions shall not be considered unless the individual will have completed two years of full-time service in an academic rank position on this campus prior to the effective date of those actions. Candidates successful in obtaining a promotion shall be in the new rank beginning the next academic year.

**1.8** Candidates are required to assemble an RTP package that documents accomplishments and makes a positive case for the requested action. The candidate is invited to seek counsel from the Department RTP Committee regarding the preparation of the RTP package prior to submittal.

## **2. Department RTP Committee**

**2.1** The Department RTP committee is responsible for ensuring the integrity of the RTP process within the Department. The committee structure and function shall conform to Policy 1328, Section 3.1 of the University Manual.

**2.2** The Department RTP committee (DRTPC) shall consist of full-time tenured and FERP faculty members elected by probationary and tenured faculty. The membership size for a DRTPC shall be: three (3) to seven (7) if the department has ten (10) or fewer faculty eligible to serve, five (5) to nine (9) if the department has eleven (11) to seventeen (17) faculty eligible to serve, seven (7) to fifteen (15) if the department has eighteen (18) or more faculty eligible to serve. Committee members shall be elected by a majority vote of the probationary and tenured faculty members of the department via secret ballot in Spring Semester every year, per the university's schedule. The DRTPC Chair shall be a full-time tenured faculty and the DRTPC shall always have an odd number of members.

**2.3** The committee's term of service shall not end until all matters pertaining to the committee's recommendations have been concluded. The Department Chair will notify the Dean of the composition of the committee including election results, immediately after its election.

**2.4** The tenured and probationary faculty in consultation with the Department Chair will decide annually whether the Department Chair shall serve on the committee. If the Department Chair is not a member of the committee, then the Department Chair shall write a separate evaluation of the candidate. A separate Department Chair evaluation would need to be done concurrently and independently, without consultation with the DRTPC. Non-tenured department chairs, or chairs who are candidates for an RTP action, are not eligible to be members of the DRTPC or to write separate recommendations.

**2.5** No Department RTP Committee member may simultaneously serve on the College RTP Committee or the University RTP Committee during any given RTP cycle. Also, in promotion considerations, the committee members must have higher rank than those being considered for promotion. Tenured candidates being considered for promotion are ineligible for service on the DRTPC regarding any promotion or tenure actions considered by the committee. However, tenured candidates being considered for promotion are eligible for service on any reappointment actions considered by the committee.

**2.6** Faculty participating in the Faculty Early Retirement Program (FERP) may participate on the DRTPC after a majority vote of the tenured, FERP and probationary faculty of the department and with the approval of the Provost via AVP of Faculty Affairs.

**2.7** The Department RTPC Chair shall be responsible for ensuring the provisions of the Departmental RTP document and Policy 1328 are carried out. The DRTPC Chair shall be a full-time tenured faculty. The Department RTP Chair shall perform the following duties:

**A.** Ascertain that the Office of the Vice-President for Academic Affairs has given written notice to each candidate who is eligible for a regular RTP action or periodic review, and provided the candidates all appropriate forms, and a copy of the University RTP Calendar for the current academic year; and informs the Office of the Vice-President for Academic Affairs of the candidate's request for RTP action.

**B.** Aid candidates in understanding University and Department RTP expectations and how they may be addressed in the candidates RTP package.

**C.** Schedule, in cooperation with the RTP candidates and other faculty, the minimum number of peer evaluations of teaching performance.

**D.** Be the official custodian of the candidate's RTP package between the submission of the package to the committee by the candidate and forwarding of the package to the Dean. In this period, only the committee Chair shall be responsible for any additions to the package or any changes in the content of the package and notification of the appropriate parties of any additions or changes.

**E.** Reviews the DRTPC recommendation with the candidate, reviews options in the event of a negative recommendation, and assures that the candidate and the committee members have signed or initialed the appropriate pages of the candidate's RTP package prior to forwarding it to the next level of review.

**2.8** The committee's duties include the following:

**A.** Ensuring that the minimum numbers of peer evaluations are conducted according to Department and University policy.

**B.** Soliciting input from students by publicizing names of candidates for RTP action and the person to whom signed statements may be submitted.

**C.** Solicitation of input from alumni, College and University administrators, scholars or practicing professionals from outside the University, and any others as may be deemed appropriate. The list of people to be solicited for input shall be developed in consultation with the candidate.

**D.** Evaluation of the candidate's request for RTP action by using only the approved RTP criteria.

**2.9** The committee shall evaluate the candidate's RTP package and render only one of the following decisions for each of the candidate's request for action:

**A.** Reappointment to next probationary year

**B.** Reappointment with tenure

**C.** Reappointment with early tenure

**D.** Promotion to requested rank

**E.** Early promotion to requested rank

**F.** Termination (available for candidates currently in first or second probationary year)

**G.** Reappointment with terminal year (available for candidates in either third, fourth, fifth or sixth probationary year)

**H.** Deny promotion

**I.** Deny early promotion

**J.** Deny early tenure

**2.10** Decisions must be supported by a written narrative and shall address all applicable criteria. Decisions shall be based on evidence supplied to the committee by the candidate or requested by the committee from the candidate. No conditions or contingencies can be attached to the decision.

The committee, in their evaluation of the candidate's request, shall consider information from the following sources:

**A.** Summaries and interpretations of student evaluations in accordance with Policies 1328 and 1329. The RTP packages should include all statistical summaries of student class evaluations per year under review plus a sample question sheet.

The interpretation of the student class evaluations shall be a written statement prepared by the DRTPC based on the summaries that identify the level of performance in terms of departmental standards of expectation. The interpretation shall be an explicit statement that conveys the committee's opinion of the meaning of the summaries upon which it is based. The DRTPC will place the greatest emphasis on the distribution of responses (the number of excellent, good, or fair rankings) rather than the percentile rankings that report the candidate's scores relative to other faculty.

**B.** Summaries and interpretations of peer evaluation of teaching performance shall also be considered in accordance with Policy 1328. At least two peer evaluations of teaching performance shall be conducted annually of all tenure-track faculty. At least one of the peer reviews shall be conducted by a member of the DRTPC during the semester in which an RTP action is underway. The request for review shall be initiated by the faculty member seeking an RTP action. Peer evaluation visits should cover at least half of the class time and provide a sufficient opportunity to observe the faculty member's teaching. The DRTPC shall give the faculty five-day minimum notice of the visit. Evaluation shall be by tenured faculty members. Candidates may request evaluation by a specific tenured faculty.

The DRTPC shall utilize the Department peer evaluation form. (See Appendix 2) The candidate shall provide a copy of the course syllabus plus any handouts or other relevant materials, including access to the University's online course management site for the course (for example Canvas). The written peer review shall be made available to the candidate and the DRTPC Chair within two weeks of the peer observation. The evaluated faculty member has the right to respond in writing to the peer evaluation within ten (10) calendar days of receiving the evaluation.

**C.** Self-evaluation provided by the candidate (including reference to any supplementary material necessary to corroborate the candidate's statements)

**D.** Signed material received from other faculty, administrators, and students (which are to be added to the candidate's RTP package).

**E.** Material requested from the candidate by the committee that include requests for clarification, corrections to or augmentation of any section/part of the RTP package.

**F.** Other material in writing identified by source submitted to the committee before the closing date.

**G.** RTP evaluations and candidate self-evaluations from previous RTP cycles, provided either by the candidate from Department files or the official Personal Action File (PAF) held in the College Dean's Office.

### **3. Departmental RTP Procedures**

**3.1** The Department Chair shall ensure that each tenured and tenure-track faculty member has a copy of the current, approved RTP criteria, and shall post a copy of the current approved Department RTP document in the Department Office. The Department Chair shall also retain copies of past, approved RTP criteria which were current at the time of the candidate's initial appointment. Copies of these past RTP documents shall be made available to the committee and faculty.

**3.2** The committee shall make a public announcement, either electronically or as a post in a prominent place(s) near the Department office of the names of candidates requesting an RTP action, the type of request made, and the name of the individual to whom signed comments or recommendation can be given. This posting will take place within one week of notification of the DRTPC Chair by the candidate that they will request an RTP action. Signed comments with Bronco Identification Number shall be accepted up to at least 10 days before the deadline for RTP packet submission so that the faculty member has time to produce a response that can be added to the RTP package. Comments received after an RTP cycle deadline would be taken into consideration in the next evaluation cycle. Any solicitation by a faculty member on their own behalf, or by a faculty member or administrator on behalf of or against another faculty member is prohibited. Signed letters received by the DRTPC from students, external reviewers, faculty, and administrators in response to the publicizing of the upcoming RTP action shall be included, as well as the candidate's responses to such letters per Policy 1328 section 1.5 and 3.2.

**3.3** It is the responsibility of the DRTPC to evaluate the quality of the Candidate's teaching, scholarship, and service activities, based on the information supplied by the candidate. Recommendations or decisions shall be based on the faculty member's RTP package. The evaluating committees and administrators shall also consult the full PAF for additional relevant materials per Policy 1328 section 1.5.

The committee will make its evaluation of the candidate's request in writing on University approved forms. A copy of the evaluation shall be provided to the candidate and the Chair of the DRTPC committee shall review the results of the committee's evaluation with the candidate. The candidate will then be given the opportunity to either accept the committee's recommendation, or to submit within ten (10) calendar days either a response/rebuttal or a request for reconsideration (Policy 1328 section 8.0) If the candidate does not acknowledge the recommendations of the committee, the Department Chair shall forward the RTP package to the next level of review and document the fact that the candidate was notified of the committee's evaluation and recommendation, and the candidate refused to acknowledge them.

The request for reconsideration of the committee's recommendation must address only the issues raised by the committee. It is important for the candidate to realize that no new evidence can be introduced at this stage. The committee cannot refuse a request for reconsideration.

In the request for reconsideration, the candidate must clearly deal with each issue raised by the committee and indicate how the facts clearly show that the original opinion of the candidate must be sustained, and where the committee was in error when it examined the same or related facts. Brevity and clarity are encouraged since this request for reconsideration shall become part of the RTP package and shall be examined by the committee and other review groups.

If the committee does not act favorably upon the candidate's request for reconsideration, the candidate has ten (10) calendar days, or as specified in the University RTP calendar, from the receipt of notification, to appeal to the College RTP Committee for final recommendation. Appeal is not obligatory. The candidate is advised to consult Policy 1328, section 8.0. In addition to, or in lieu of a formal appeal to the College RTP Committee, the candidate may submit a response or rebuttal statement to the committee's final recommendation to be included in the RTP package.

If the committee is unable to meet the required deadlines, the URTPC must be notified and give its approval for an extension (Policy 1328, section 1.15 and CBA15.47). When a recommendation is late (and when the URTPC does not grant an extension) the candidate can request the late recommendation be removed (Policy 1328, section 7.6) before the package is forwarded.

**3.4** The Department Chair, if not a member of the committee, will make a separate recommendation that shall be forwarded to subsequent levels of review. The candidate shall be given a copy of the Department Chair's recommendation when the original is incorporated into the RTP package.

**3.5** Student evaluations will be conducted of all classes taught by probationary faculty. All classes taught by each faculty unit employee shall be evaluated according to CBA 15.15 and Policies 1328 and 1329. Low enrollment class sections (5 or less students) shall be exempt from this requirement, unless the department by a majority vote of its probationary and tenured faculty members establishes a department policy to evaluate such classes or any other department courses. The department policy may be reviewed and changed by the department on an annual basis by spring semester and revisions would apply the following Academic Year.

The same student evaluation policy shall be uniformly enforced for all candidates. If the committee or Department does not enforce the student evaluation policy, for whatever reason, then the candidate is responsible for student evaluations of all courses they have taught.

The results of all student evaluations shall be placed the candidate's Personal Action File annually.

If for some reason, all classes cannot be evaluated, the classes to be evaluated shall be jointly determined in consultation between the candidate and the Department Chair. In the event of a disagreement, each party shall select fifty percent of the total courses to be evaluated.

The Department Student Course Evaluation form is included in Appendix 1

**3.6** A minimum of two peer reviews per year, in different semesters, is required of all tenure-track faculty. The peer evaluation of teaching performance shall reflect, to the degree possible, the breadth of courses taught by the candidate. The peer evaluation shall include classroom visits and a review of course syllabi and relevant course materials. A written report of the classroom visit shall be placed in the candidate's PAF within two weeks of the class visit. A copy of the written report will also be given to the candidate.

Only peer evaluations conducted either within the twelve months prior to or during the period under consideration may be used for that period's deliberations. Exceptions may be allowed if the candidate does



not have the minimum number of evaluations. It is the DRTPC's responsibility to ensure that the minimum number of peer evaluations is conducted annually.

The conditions of Department peer reviews must comply with Policy 1328 section 3.3 University Manual and CBA 15.14. The Department Peer Review Evaluation form is provided in Appendix 2.

**3.7** A request for an external review of materials submitted by the candidate may be initiated at any level of review by any party to the review. Such a request shall document (1) the special circumstances which necessitate an external reviewer, and (2) the nature of the materials needing the evaluation of an external reviewer. The request must be approved by the President with the concurrence of the faculty unit employee. (CBA 15.12d)

#### **4. Departmental Evaluation of Candidate**

**4.1** The candidate shall be evaluated according to the criteria stated in this document.

**4.2** Candidates for RTP action may use either the Departmental RTP criteria in effect during the candidate's most recent RTP action or the RTP criteria in effect in the year the candidate requests action. However, having selected the RTP criteria currently in effect the candidate may not revert to an earlier version for some subsequent RTP action. If a candidate is requesting more than one RTP action (e.g., simultaneous consideration for both promotion and tenure), the candidate must select a single set of RTP criteria.

**4.3** In promotion considerations, committee members must have a higher academic rank than the candidate. Candidates being considered for promotion are ineligible for service on peer review committees of other candidates for promotion, independent of rank.

**4.4** The deliberations of the committee shall remain confidential. Each committee evaluation report and recommendation shall be approved by a simple majority of the membership of the committee. Each member of the Committee shall sign the DRTPC report and indicate whether they agree or disagree with its recommendation(s). Members opposing the DRTPC recommendation(s) may append a minority opinion to the report. The committee shall not assign any of its duties to any other group or individual.

**4.5** The candidate is evaluated in three areas: teaching, scholarship, and service. Teaching is considered the most important component of a candidate's evaluative qualities. Scholarship is ranked second in importance and is expected to be subordinate to the candidate's teaching activities. Service is given the least weight, however the candidate is expected to show meaningful committee activity at the Department level and some participation at the College and/or University level as well as some involvement in a Community external to the University.

##### **A. The DRTPC evaluation of teaching MUST include the following:**

1. Analysis of student evaluations of the candidate is required. Candidates are required to examine in detail the results of the student evaluations and comment upon them in the RTP package. Likewise, the committee in its recommendation shall examine the candidate's student evaluations in detail and document their findings. Analysis by the DRTPC must include both a numerical summary and an interpretation of the results of the in-class evaluations.
2. The candidate's demonstrated knowledge of subject in the area of specialty.

3. The candidate's classes must be well organized, with subject matter current and appropriate to the course clearly presented through various teaching methods and appropriate use of teaching technologies, with obtainable course objectives, and with reasonable methods of evaluating student achievements.
4. The candidate's attention to the identification of learning outcomes and their assessment in all courses taught such that they meet architecture accreditation requirements as developed by the Architecture Department and reflected in the department curriculum.
5. The candidate's participation in student advising, including meeting with students, and keeping up to date on academic policies, advising methods and requirements.
6. The candidate's mentoring of students as demonstrated by active participation in such things as student activities, professional student organizations, and advising individual student projects.
7. Evaluation of teaching may include the following:
  - a. The candidate's involvement in improving lecture, activity or studio course materials, including the incorporation of a significant portion of research.
  - b. The candidate's participation in curriculum development, including the creation of new courses or substantial revision of existing courses.
  - c. Courses prepared and taught which were new to the candidate.
  - d. The candidate's direction of students in senior projects or graduate theses.
  - e. The candidate's invited lecturing or jury participation at other institutions.
  - f. Development of and/or participation in the teaching of a service learning course, whether university sponsored or sponsored independently.
  - h. Participation in interdisciplinary courses within the College of Environmental Design.
  - i. Any other appropriate teaching activities.

B. The DRTPC evaluation of scholarship may include the following:

1. The candidate is active in conducting research in content areas related to teaching responsibilities, or in pedagogical approaches to the teaching of architecture.
2. The candidate's professional work was displayed in either a regional, national, or international exhibit.
3. The candidate has received awards for professional work from professional organizations or publications.

4. The candidate has published papers, articles, or essays in recognized professional journals, in peer-reviewed journals, or in published proceedings of appropriate peer-reviewed forums, meetings or conferences.
5. The candidate has authored, contributed to, or edited a text appropriate to their specialty.
6. The candidate serves as an editor or reviewer for a recognized peer-reviewed journal or publisher.
7. The candidate has completed advanced course work appropriate to their area of specialty, or has earned the terminal degree in their area of specialty from an accredited or recognized institution.
8. The candidate has applied for external funding (grants, contracts, fellowships, etc.) for scholarly and/or creative activities and has been successful in obtaining such funding.
9. The candidate works as a consultant in their specialty area, supported by publications or their written evaluations.
10. The candidate initiates, organizes, coordinates, participates, makes presentations or attends workshops, seminars, or professional conferences, and other similar activities related to their area of specialty.
11. The candidate has been invited to participate in scholarly activities at another institution and for which the candidate supplies evidence.
12. Interdisciplinary projects, or community and professional projects conducted in collaboration with members of the College of Environmental Design.
13. Any other appropriate research, scholarly, creative, or professional activities for which the candidate supplies evidence.

C. The DRTPC evaluation of service may include the following items:

1. The candidate has actively participated on a standing committee in the Department, College or University.
2. The candidate has served on the Academic Senate.
3. The candidate has an administrative assignment at this University.
4. The candidate has been an advisor to an ASI recognized student organization.
5. The candidate has actively participated in the recruitment of new faculty and/or new students for the Department.
6. The candidate served as a course coordinator for a multi-sectioned course.
7. The candidate has made presentations to schools, civic, or professional groups.

8. The candidate is an active member of a Department, College or University ad hoc committee with major assignments.
9. The candidate is active in community or service work.
10. The candidate participates in Departmental, College or University advancement activities.
11. Interdisciplinary community service work conducted in collaboration with members of the College of Environmental Design.
12. Any other appropriate service related activity.

**4.6** A request for an external review of materials submitted by the candidate may be initiated at any level of review by any party to the review.

## **5. Candidate's Responsibilities**

**5.1** The candidate shall initiate all requests for RTP action. If the candidate is eligible for an RTP action, then there shall be written notification from the Office of the Vice-President for Academic Affairs. The candidate must respond that either there will or will not be a request for consideration. Failure to initiate RTP procedures shall be considered tacit agreement that a decision to retain, promote or grant tenure is not desired. If the candidate is requesting early promotion or early tenure, then the candidate must notify the DRTP Committee Chair in writing that there shall be a request for an early action.

**5.2** Candidates are responsible for monitoring the progress of their requests through the various review groups. A candidate can withdraw the request, without prejudice, at any level of review.

**5.3** In the self-evaluation, the candidate must explicitly address both the Department's criteria for the action(s) requested, and prior year recommendations, if any, by the various levels of RTP review, including the DRTPC, the Department Chair, the College RTPC, the College Dean, the URTPC, and the Office of Academic Affairs. The self-evaluation shall be structured so as to make very explicit references, item by item, to the Department RTP criteria. If the candidate is requesting reappointment then there must be clear, explicit and solid evidence that there is progress toward the successful attainment of tenure. The evaluation shall explicitly contain the following items:

**A.** Discussion of teaching performance. This includes an evaluation of the student and peer evaluations, and activities relating to student advising and/or mentoring. All deficiencies noted in the student and peer evaluation shall be addressed. If deficiencies or problems were pointed out in previous evaluations, steps taken or progress made toward remedying them must be addressed.

**B.** Discussion of scholarship activities. This includes specific citation of all peer-reviewed publications, presentation of evidence of professional work, dates of attendance at professional meetings, and explicit reference to all duties and assignments in academic and professional organizations. Works in progress and ongoing activities shall be addressed. If deficiencies or problems were pointed out in previous evaluations, steps taken or progress made toward remedying them must be addressed.

**C.** Discussion of service to the Department, College, University, profession and community. This includes specific citation of committee assignments, duties, and contributions at any level of the University, and assistance in a professional capacity to any appropriate professional group or

community organization. If deficiencies or problems were pointed out in previous evaluations, steps taken or progress made toward remedying them must be addressed.

**D.** The candidate shall establish attainable short and long-term goals in all evaluative areas, and clearly state them. The candidate should attempt to build these goals around the desired outcomes listed in the previous section on Departmental Evaluation of the Candidate. To be realistic, there shall be a brief discussion regarding how these goals will be met. In the next RTP cycle, the candidate shall clearly state whether or not the short-term goals have been met, and the progress made on the long-term goals as established in the initial self-evaluation meetings with the DRTPC. The candidate is required to establish both short and long-term goals in order to develop an individualized plan which when realized will make a strong case for the granting of tenure and/or promotion. The candidate needs to examine critically whether or not goals need to be altered and clearly note any alteration. The candidate is expected to seek advice from other faculty, administrators, and professional colleagues in generating these goals. The committee shall pay particular attention to the goals of the candidate and shall comment upon their appropriateness, evaluate whether they are applicable for the granting of tenure and/or promotion, and provide this feedback to the candidate in their recommendation.

**5.4** The period of time covered by the self-evaluation should be that which has passed since the last application was made for the same or similar action. Reappointment evaluations are normally based on the previous one or two year's performance, depending on the length of the current appointment; promotion evaluations, on the period since the last promotion or since original appointment; tenure on the period since the original appointment to the probationary position.

**5.5** The candidate shall identify all materials to be considered, and shall make available copies of those not already available in the candidate's Personal Action File (PAF). Completeness must be balanced against the consideration for the time commitment required of the DRTPC and other evaluators. If material can be summarized or cited rather than included, this is preferable. The candidate should consider an Appendix to the evaluation package which contains originals or reprints of articles, books, grant proposals, course materials, lab manuals, letters of thanks, commendations, newspaper articles, manuscripts, artwork, etc.). These supplemental materials can be placed in the Department College Dean's office where DRTPC members can review them. A Table of Contents to the Appendix (that specifies where the supplemental material is located) is then included in the RTP package.

**5.6** The candidate is responsible for making sure the minimum number of classes has student evaluations completed. Policy 1328 and 1329 of the University Manual articulates policy and procedures on student evaluations of teaching performance. The only permissible means of soliciting student opinion on teaching performance for use in faculty performance review is to reach students collectively, not individually. Any solicitation by the candidate on their own behalf or by a faculty member or administrator on behalf of or against another faculty member is unprofessional and is prohibited. Candidates may use other forms of teaching evaluation, but may not include them in their RTP action packages. Unsolicited and signed materials from students may be included.

**5.7** The candidate needs to work closely with the Department in order to schedule the minimum number of peer reviews of teaching performance. The minimum number of peer reviews is two per year in different semesters. A candidate may request additional peer evaluations beyond those initiated by the DRTPC. Such requests are to be directed to the committee Chair. All original, Department-approved peer review forms must be included in the RTP package. Peer reviews include evaluation of course syllabi, access to online course management system (for example Canvas), and other relevant teaching material, which the candidate is responsible for supplying to the peer reviewer. Policy 1328 of the University Manual articulates policy and procedures on peer review of teaching performance. It is the candidate's responsibility to become

familiar with the Department RTP Document and all pertinent sections of the University Manual, and the Collective Bargaining Agreement (CBA).

**5.8** A request for an external review of materials submitted by the candidate may be initiated at any level of review by any party to the review.

### **Section III: Criteria for RTP Action**

The DRTPC shall evaluate probationary faculty and faculty seeking promotion, early action and/or tenure. The Department Chair shall write a separate evaluation of faculty members under review if they are not a member of the DRTPC. The evaluation of the candidate under review shall be comprehensive - following the Department's evaluation criteria and shall terminate with a final decision by the University President (CBA 15).

The RTP document must recognize the primary importance of teaching and the maintenance of appropriate academic standards. (CBA Article 15).

The RTP package shall address accomplishments in the following self-assessment categories (ranked in order of importance):

1. Teaching
2. Scholarly or Creative Activities (the use of the term scholarly activities is broad and the Department RTP Committee, the Department Chair and the faculty candidate should define the term ad hoc for the specific strengths and interests of the candidate).
3. Service to the University and Larger Community

In order to apply for re-appointment, early action and/or tenure a candidate must hold either, 1) a B.Arch professional degree and a terminal post-professional degree in architecture, or 2) a terminal professional degree in architecture M.Arch or D.Arch (including the foreign equivalent of the Masters level degree in architecture), or 3) a Ph.D. degree in architecture or in a related field. In addition, candidates shall show evidence of progress towards: a) receiving professional registration in architecture or a related field; or b) being engaged in professional practice or research in architecture or a related field.

It is expected that the candidate shall be able to teach in two areas of the curriculum. Specifically, faculty hired to teach core lecture classes also must be able to apply their knowledge to the design studio or professional electives, while faculty hired to teach in the studio also must be able to present their special expertise in a non-design elective or core lecture course format.

Deliberations will include a consideration of the candidate's special area of knowledge and its significance to the Department. The special area of knowledge shall be evaluated for its contribution to the curriculum and its application in the classroom.

### **6.0 Criteria for Reappointment**

**6.1** A Candidate for reappointment must use the Department RTP criteria in effect at the time of their initial probationary appointment. Current procedures and policies apply. For reappointment, the Candidate must be judged by the DRTPC as progressing satisfactorily toward the expectations for tenure in all performance areas: teaching, scholarship, and service. If any problems were identified in earlier evaluations, the DRTPC will expect to see evidence of progress made in resolving these problems. Decisions relating to reappointment shall be based on the candidates Personnel Action File, including the RTP report.

**6.2** A probationary faculty member must apply for reappointment during an RTP cycle if the previous reappointment letter (or initial appointment letter) specifies that the term of (re) appointment expires at the end of the current academic year. The only exception is the case of a probationary faculty member in the sixth probationary year, who must apply for tenure. Reappointment criteria include the following:

**A.** The candidate shall have a record of “good” student evaluations of teaching (in the range of between 1.0 and 3.0) and peer reviews of showing “Satisfactory” or better in each of the areas being evaluated. The candidate shall also address deficiencies identified in previous student evaluations and peer reviews. The Department encourages the candidate to develop an effective, documented approach to teaching. In addition to student evaluations, peer reviews of teaching performance have at least equal weight in evaluating the candidate’s teaching effectiveness.

**B.** The candidate shall provide evidence of development of materials for courses taught.

**C.** The candidate shall keep regular office hours and shall keep appointments.

**D.** The candidate shall take an active role in advising and mentoring students. The Department requires that all full-time, probationary and tenured faculty participate in student advising.

**E.** The candidate shall demonstrate continued professional growth in one or more of the following ways:

1. The candidate has had professional, creative work, or scholarship or research in the form of papers or reports accepted for publication in recognized periodicals, journals or books.

2. The candidate has been acknowledged by professional, community, national or international organizations for meritorious works or activities.

3. The candidate has applied for external funding and has been successful in attracting support from outside grant sources.

**F.** The candidate shall provide evidence that they have participated in committee or academic governance work at the Department, College or University level. Additional service to a professional or community organization or group is also recommended. The Department encourages candidates for reappointment to devote most of their time to teaching and professional and/or scholarly activities since these activities form the foundation of a successful request for tenure. Service is given the least weight in evaluation by the committee, but is nonetheless a required activity.

**H.** The candidate shall provide evidence that satisfactory progress has been made toward tenure. The Department requires the candidate to establish attainable short and long-term goals in all evaluative areas, and clearly state them in the RTP package. In the next RTP cycle, the candidate shall clearly state whether or not the short-term goals have been met, and progress made on the long-term goals. The Department’s purpose in requiring the candidate to establish both short and long-term goals is to assist the candidate in developing an individualized plan which, when realized, will make a strong case for the granting of tenure. The Department also requests the candidate to examine whether or not goals need to be altered and clearly note any alteration in the RTP package. The candidate is expected to seek advice from other faculty, administrators and professional colleagues in generating these goals. The committee shall pay particular attention to the goals of the candidate and shall comment upon their appropriateness, evaluate whether they are applicable for the granting of tenure, and provide this feedback to the candidate in their recommendation.

## **7.0 Criteria for Tenure**

**7.1** A candidate for tenure (including early tenure) may choose the department RTP criteria in



effect at the time of the initial probationary appointment or those in effect at the time of the request for action. In either case, current procedures and policies apply. A candidate shall normally be considered for promotion at the same time they are considered for tenure. (CBA 14.2). A candidate requesting both tenure and promotion must choose a single set of criteria for both actions.

**7.2** A Candidate's credited service period for tenure consideration is the number of years from date of hire at this campus plus the number of years for which credit was granted at time of hiring. A probationary faculty member is normally considered for tenure during the sixth year of credited service. A faculty member may request early tenure prior to the sixth year of credited service. The request for Tenure is in their sixth year of credited service.

**7.3** A Candidate for tenure must demonstrate excellence in the areas of teaching, a record of scholarly and creative activities, and be actively engaged in university governance; with teaching and the maintenance of appropriate academic standards being of primary importance. Tenure Criteria include the following:

- A. Teaching is the primary consideration for granting tenure. A candidate for tenure is expected to exhibit consistent effectiveness in and mastery of their teaching. This will be based on a record of Good to Very Good student evaluations, Satisfactory Peer Reviews, the DRTPCs evaluation of course materials and student outcomes, and the candidate's self-evaluation. Any deficiencies in previous evaluations for reappointment by the committee shall have been corrected by this time. Short-term goals in the area of teaching must have been met and there must be evidence that long-term goals are either completed or have reached a satisfactory level of completion.
- B. Scholarship activities require evidence of achievement of short-term goals established in previous DRTPC reviews and of continuous progress toward longer-term objectives, which may include:
  - i. The candidate has had professional work or research, papers, or reports published in recognized periodicals and journals or books. Credit for such must be supported by evidence from acknowledged specialists or authorities in the field. Copies of published work should be in the candidate's Personnel Action file or provided in an appendix for review by the DRTPC.
  - ii. The candidate has been acknowledged by professional, community, national or international organizations for meritorious creative works or activities.
  - iii. The candidate has been successful in attracting support from grant sources outside the Department.
- C. Evaluation of the service component requires achievement in committee activity at the Department, College or University level. Examples of achievement include serving as chair of a Department committee where decisions may have a substantive effect on instruction or mission of the Department. It would also include service on one or more College and/or University committee. Additional service in professional or community groups or organizations is also desired. There should be evidence that clearly indicate that the candidate will continue efforts in the area of service post tenure.

## **8.0 Criteria for Early Tenure**

**8.1** A request for early tenure is never obligatory. A probational faculty shall not normally be promoted during probation (CBA 14.2). Early tenure refers to tenure granted prior to completion of the sixth year of

teaching in the Department or prior to completion of the final year of eligibility for tenure in cases where one or more years of teaching service credit have been granted. Policy 1328 of the University Manual requires that a recipient of early tenure must have completed two years of full-time service at Cal Poly Pomona before the effective date of early tenure. Thus, a faculty member's application for early tenure can occur no earlier than the second year on campus. Probationary Associate Professors are also covered by provisions in CBA 14.2 for tenure and promotion.

**8.2** Early tenure may be recommended prior to the end of the normally required six-year probationary period in very exceptional cases. In addition to meeting the criteria established for regular tenure, the candidate shall satisfy the following additional requirements:

- A.** Exceptional teaching performance as demonstrated by consistent student ratings in the very good range and peer evaluations of teaching over the duration of the evaluation period that consistently rate the candidate as an exceptional teacher.
- B.** Exceptional performance or extraordinary qualifications with regard to scholarly and/or creative activities.
- C.** Exceptional service to University, College or Department as evidenced by serving as Chair of active committees, by taking a lead role in advancement activities, or by special recognition for outstanding service by the Department, College or University.

## **9.0 Criteria for Promotion to Associate Professor**

**9.1** A request for regular promotion to Associate Professor is never obligatory. An Associate Professor maintains teaching effectiveness in and mastery of their teaching, scholarship activities, and a record of service. An Associate Professor pursues opportunities to distinguish themselves as educator and /or practitioner in ways that bring recognition to the department. In the area of teaching, an Associate Professor maintains a leadership role in, at minimum, one core class offered by the department. In the area of scholarship, an Associate Professor builds upon their areas of specialty by pursuing opportunities to distinguish themselves within those areas. In the area of service, an Associate Professor completes significant committee activity at the Department, College and University levels as well as provides student mentorship and advising. The candidate is normally eligible to apply for Promotion to Associate Professor at the same time the application for tenure is made.

**9.2** Teaching ability, scholarship activities, and a record of service are the primary considerations for granting promotion to Associate Professor; with teaching and the maintenance of appropriate academic standards being of primary importance. Promotion to Associate Professor includes the following:

- A.** A candidate for Associate Professor is expected to exhibit consistent effectiveness in and mastery of their teaching, evidenced in student evaluations in the Good to Very Good Range, satisfactory peer reviews, evaluation of course materials by the DRTPC, and the candidate's self-evaluation. Evidence must be shown of excellence in the performance of the duties of the advanced rank as well as continued growth beyond the current rank requirements. In addition, previous short-term goals in the area of teaching must have been met, and new short-term goals established and clearly communicated in the RTP package. Long-term goals must either be completed or have reached a satisfactory level of completion, and new long-term goals have been established and clearly communicated in the RTP package.

- B. Scholarship requires evidence of achievement of short-term goals and of continuous progress toward longer-term scholarship objectives. In addition, the candidate must provide clear evidence that previous short-term goals in the area of scholarship have been completed, new short-term goals have been established, and previous long-term goals have either reached a satisfactory stage of completion or have been completed and new long-term goals established.
- C. Evaluation of the service component requires evidence of achievement in committee activity at the Department, College or University level. Evidence of additional service in professional or community groups or organizations is also desired. In addition, the evidence should clearly indicate that the candidate will continue efforts in the area of service.

**9.3** If, at the time of initial appointment, a probationary candidate does not have the terminal degree for their area of specialty, and the initial appointment letter calls for obtaining this terminal degree by the time the decision is made for granting of tenure, and the candidate has obtained the terminal degree before the final probationary year (in partial completion of the requirement for tenure), then the probationary candidate is eligible to be considered for promotion to Associate Professor.

## **10.0 Criteria for Early Promotion to Associate Professor**

**10.1** A request for early promotion to Associate Professor is never obligatory. Policy 1328 of the University Manual requires that a recipient of early promotion must have completed two years of full-time service at Cal Poly Pomona in the rank as an Assistant Professor before the effective date of early promotion. Thus, a faculty member's application for early promotion to Associate Professor can occur no earlier than the second year on campus.

**10.2** In addition to meeting the criteria established for regular promotion to Associate Professor, the candidate shall satisfy all the following additional requirements:

- A. Evidence must be shown of excellence in the performance of the duties of the advanced rank as well as continued growth beyond the requirements of the current rank.
- B. Exceptional teaching performance as demonstrated by consistent student ratings in the very good range and peer evaluations of teaching over the duration of the evaluation period that consistently rate the candidate as an exceptional teacher.
- C. Exceptional performance or extraordinary qualifications with regard to scholarly and/or creative activities.
- D. Exceptional service to the Department, College and/or University as evidenced by serving as Chair of active committees, by taking a lead role in advancement activities, or by special recognition for outstanding service by the Department, College or University.

## **11.0 Criteria for Promotion to Professor**

**11.1** A request for promotion to Professor is never obligatory. The rank of Professor is reserved for individuals who have distinguished themselves as educators and/or practitioners bringing qualities of professional and pedagogic excellence and prestige to the Department. The request for promotion to Professor shall be considered only if the candidate has served four years in the rank of Associate Professor,

less any service teaching credit the candidate may have been given when initially appointed to the rank of Associate Professor. The candidate may apply at the beginning of the fifth year. Promotion to Professor is only possible if the faculty member is tenured or is granted tenure at the time of promotion.

**11.2** In order of importance, teaching ability, scholarship activities and a record of service are the primary considerations for granting promotion to the rank of Professor; with teaching and the maintenance of appropriate academic standards being of primary importance. Promotion to Professor includes the following:

- A. A candidate for Professor is expected to exhibit consistent effectiveness in and mastery of their teaching. Previous short-term goals in the area of teaching must have been met, and new short-term goals must be continuously established and clearly communicated in the RTP package. Long-term goals either must have reached a satisfactory level of completion, or must be completed and new long-term goals established and clearly communicated in the RTP package. In the area of teaching, the candidate must have assumed a leadership role in the maintenance and further development of at least two courses offered by the Department one of which must be a core course. The candidate is expected to teach at least one well-defined subject with a high degree of competency in both a studio and a lecture/discussion or seminar format; and to be able to teach competently in a second area within the Department's curriculum.
- B. Development in the area of scholarship requires evidence of achievement of short-term goals and of continuous progress toward longer-term objectives. In addition, the candidate shall provide clear evidence that previous short-term goals in the area of scholarship have been completed, previous long term goals have been either completed or have reached a satisfactory stage of completion, and that new and meaningful short and long term goals are established and are clearly communicated in the RTP package.
- C. Evaluation of the service component requires evidence of completion of significant committee activity at the Department, College and University levels. A Professor is expected to provide student counseling, to advise and assist tenure-track faculty in their development, to assume senior roles in major committee assignments within the Department, College, and University, and through independent initiative to make a positive contribution to the leadership and management of the Department. In addition, the evidence presented by the candidate should be convincing that efforts in the area of service will continue.

## **12.0 Criteria for Early Promotion to Professor**

**12.1** A request for early promotion to Professor is never obligatory. Policy 1328 of the University Manual requires that a recipient of early promotion must have completed two years of full-time service at Cal Poly Pomona before the effective date of early promotion. Thus, a faculty member's application for early promotion to Professor can occur no earlier than the second year on campus. Furthermore, early promotion to Professor is only possible if the faculty member is tenured or is granted tenure at the time of promotion.

**12.2** In addition to meeting the criteria established for regular promotion to Professor, the candidate shall satisfy all the following additional requirements as delineated below:

- A. Exceptional teaching performance as demonstrated by consistent student ratings in the very good range, peer evaluations of teaching over the duration of the evaluation period that consistently rate the candidate as an exceptional teacher, and awards from the University, College or Department for exceptional or outstanding teaching.

B. Exceptional accomplishments in scholarship activities as evidenced by special recognition or acknowledgement by academic or professional organizations.

C. Exceptional service to University, College or Department as evidenced by being Chair of at least two active committees, consistently taking a lead role in advancement activities, and/or special recognition for consistent outstanding service from the Department, College or University.

### **13.0 Evaluation of Faculty on Administrative Assignment, Serving in Academic Governance or on Academic Leave**

**13.1** The DRTPC must consider the activities of faculty temporarily on leave from teaching duties for such purposes as sabbatical or difference in pay leave, fellowships, visiting professorships at other institutions, service for academic governance or for special administrative assignment within the University. The faculty member who is still eligible for some RTP action and whose assigned duties vary from normal faculty duties, will prepare a Memo of Understanding (MOU) detailing activities and conditions of evaluation for RTP purposes during the leave so that existing and appropriate RTP Document criteria will apply. The MOU, which must be jointly developed by the current DRTPC, the Department Chair, and the Candidate, will detail precisely what is expected of the candidate for each action still pending. Candidates shall observe the same criteria, procedures, and timelines as Candidates in residence, unless the MOU explicitly states otherwise. Candidates may provide their RTP requests by email, and must provide contact information like email addresses to be used for sending recommendations to the candidate. It will be the candidate's responsibility to meet all deadlines. It is recommended that the candidate acquire assurances that the work duties associated with the leave will allow for fulfillment of the activities in the MOU. A faculty member serving as Chair of the Department who is still eligible for some RTP action should prepare a similar memo of understanding with the Dean of the College prior to beginning their term of office.

**Appendix 1:** Student Evaluation Questionnaire  
(Attached)

**Appendix 2:** Department policy on peer review of teaching  
(Attached)