



**Interior Architecture Department Policies and Procedures for Tenure, and Promotion (adopted and ratified by the Department on March 12, 2021).**

**SCOPE**

**Article 1. Applicability**

Section 1. The requirements of this document apply to the appointment, tenure, and promotion of faculty members in the Department of Interior Architecture

**OBJECTIVES**

**Article 1. Purpose**

Section 1. This document establishes department specific requirements for the appointment, tenure, and promotion of faculty members in the Interior Architecture Department.

Section 2. This document also establishes department-specific requirements for the evaluations and recommendations pertinent to the appointment, tenure, and promotion of faculty members in the Department.

**TENURE & PROMOTION GUIDELINES**

*TENURE & PROMOTION TO ASSISTANT OR ASSOCIATE PROFESSOR*

**POLICIES**

**Article I. Interior Architecture Department Criteria**

Section 1. The criteria for tenure and promotion in the Interior Architecture Department set forth in these guidelines shall supplement, but not supersede, the most current college and university tenure and promotion guidelines.

**Article II Interior Architecture Department Criteria for the Evaluation of Performance in Teaching**

Section 1. The faculty member must demonstrate highly competent performance in the scholarship of teaching as outlined below:

<b>Assistant, Associate, and Full professors are expected to:</b>	<b>Asst.</b>	<b>Assoc</b>	<b>Prof.</b>
Demonstrate the ability to communicate effectively	X	X	X
Identify appropriate educational objectives and clearly and effectively organize courses to meet the objectives.	X	X	X

Require students to think purposefully, creatively, critically, and rigorously	X	X	X
Construct effective procedures to evaluate student performance	X	X	X
Promote and maintain rigorous academic standards	X	X	X
Participate in collaborative environments and in collaborative projects	X	X	X
Develop and promote educational programs that enhance the student learning within the department		X	X
Demonstrate consistent record of outstanding teaching		X	X
Publish and exhibit of teaching activities in peer reviewed contexts		X	X
Participate in conferences, symposia, workshops, and other academic activities that promote expertise and inform and improve teaching		X	X
Serve as a source of specialized information and general knowledge of the field			X
Develop and coordinate conferences, symposia, workshops, and other academic activities in your area			X

**Article III. Interior Architecture Department Criteria for the Evaluation of Performance in Research and/or Creative Work**

Section 1. Faculty members recommended by the Interior Architecture Department for tenure and promotion must show a commitment to excellence through sustained high levels of research and/or creative work that may include funded and unfunded activities of a scholarly nature as well as critical engagement in the field of interior Architecture.

Research and creative work in the Interior Architecture Department may include, but is not limited to:

- 1) published scholarly books and articles authored and/or edited by the faculty member;
- 2) creative work completed by the faculty member alone or in a collaborative setting (Faculty members may include compensated Architecture work in the file);
- 3) published editorials, reviews, participation in professional and academic juries, or any published commentaries made by the faculty member in a professional capacity about Architecture issues;
- 4) scholarly and professional books, articles, and presentations in other media written and/or edited by others that focus on or include the faculty member’s own work.

**Assistant, Associate, and Full professors are expected to do the following:**

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**Asst.    Assoc    Prof**



Demonstrate successful engagement in research and creative activities, such as writing, research, exhibition, and Architecture work	x	x	x
Demonstrate a capacity for independent thought and intellectual curiosity	X	X	X
Exhibit quality in research and/or creative work	X	X	X
Practice clear, thorough documentation and presentation of research and creative work	X	X	X
Develop & maintained intellectual depth in an area of expertise		X	X
Provide evidence of completed research and creative work of outstanding quality		X	X
Demonstrate consistent record of outstanding creative work / research / scholarship of outstanding quality		X	X
Achieve international and national peer recognition of completed creative work / research.		X	X

Section 2. Candidate must demonstrate merit of creative work by providing detailed account of work’s recognition, critical assessment, and review within both the academy and the discipline. This may be demonstrated through the publication of the work in peer-reviewed journals, through “critical” reviews on the work in national or international publications, and through awards.

All forms of creative work must be presented with evidence of peer review and/or broad professional acknowledgement of one’s accomplishment. This description should include the process for selection and review that their creative work underwent to be included in the book, article, or other media. To facilitate an understanding of the peer-review context and processes for competitive review and prize placement for creative work, faculty must clearly articulate the evaluation process, number of competitors, opportunities for dissemination, and any other relevant information that would assist in the evaluation of the achievement.

Merit of awards for creative work are determined by how an award was granted (e.g. juried by a group of peers reviewers with the names of the competitors given—also known as “peer-reviewed,” or by peer reviewers without names attached to projects—also known as “blind peer-reviewed,” or juried by some other method). Consideration should also be given to the type of award (international, national regional or local), the scope of work that the award recognizes (a lifetime achievement award versus an award for a single work of Architecture), the prestige of the awarding agency and of the specific jurors. Examples of institutions offering awards and medals for research and creative work at the local, state, national, and international levels include, but are not limited to:

- Interior Architecture Educators Council;
- Environmental Architecture Research Association;
- American Society of Interior Designers;

- International Interior Design Association;
- American Institute of Architects (AIA);
- American Society of Landscape Architects (ASLA)
- The Association of Collegiate Schools of Architecture (ACSA);

Section 3; Candidates must demonstrate merit of funded or unfunded research projects by providing detailed account of how this work is reviewed and disseminated through publication, presentation, lectures or other appropriate venues. Consideration will be given to whether the faculty member is principal or co-investigator, with principal investigator receiving higher consideration.

In addition to the criteria listed above, merit of funded research is established through prestige of a funding agency, as well as, the monetary value of the grant. Examples of prestigious funding agencies in the field of Interior Architecture include but are not limited to the following list of funding organizations:

- Interior Design Educators Council (IDEC)
- International Interior Design Association (IIDA)
- American Society of Interior Designers (ASID)
- Association of Collegiate Schools of Architecture (ACSA)
- Department of Energy (DOE)
- Environmental Protection Agency (EPA)
- Graham Foundation
- National Endowment for the Arts (NEA)
- National Science Foundation (NSF)

Merit of unfunded research is established through manner in which the results of this activity are disseminated through publication, presentation and invited lectures. Examples of top tier publications in the field of Interior Architecture include but are not limited to the following list of journals:

- *The Journal of Interior Design* (blind peer-reviewed);
- *The Journal of the Society of Architectural Historians* (peer-reviewed);
- *Environment Behavior* (blind peer-reviewed);
- *Journal of Planning Research and Practice* (blind peer reviewed)
- *Landscape Journal* (blind peer-reviewed);
- *The Journal of Architectural Education* (blind peer-reviewed, see explanation of process above);

#### **Article IV. College Criteria for the Evaluation of Performance in Service**

Section 1. Assistant, Associate, and Full professors are expected to:

**Asst Assoc Prof**

College of Communication, Architecture + The Arts

Mentor students effectively	X	X	X
Participate effectively in faculty governance, committee work, etc	X	X	X
Participate effectively in general Departmental administration and events	X	X	X
Engage in service activities that support and promote the Department, College, and University missions	X	X	X
Contribute to the community service of the Department	X	X	X
Contribute to the University through service on Dept, College and University committees		X	X
Be recognized by award, peer review selection, or election to service positions within the profession		X	X
Serve as a source of specialized information and general knowledge of the field			X
Mentor faculty effectively			X

**Article V. Interior Architecture Department Procedures**

Section 1. The Department of Interior Architecture implements tenure and promotion procedures in compliance with applicable College and University requirements and in accordance with the Board of Trustees-United Faculty of Florida Collective Bargaining Agreement (UFFCBA.)

**PROCEDURES**

**Article I. Annual Evaluation**

Section 1. The annual evaluation procedure will be implemented in compliance with applicable College, UFFCBA, and University requirements.

**Article 2: Third Year Review**

Section 1. The progress review procedure will be implemented in compliance with applicable College, and University requirements, including the schedule published by Academic Affairs.

Section 2: When the candidate seeks third year review, and the Interior Architecture Department has fewer than three tenured professors (including the Department Chair,) the department will forego the departmental faculty evaluation. The Department Chair will assemble a committee of five faculty from other department s to serve as ad hoc reviewers of the third year candidate’s dossier. This group will provide an evaluation and recommendation letter addressed to the Dean and add it to the file. The file will then progress through the review process outlined in the University Tenure and Promotion Manual and the College of Communication, Architecture + The Arts Policies and Procedures.

### **Article III. Tenure and Promotion Application Review**

Section 1. The composition of the Interior Architecture Department Tenure and Promotion committee will follow University Tenure and Promotion and College of Communication Architecture + The Arts guidelines.

Section 2: For votes on tenure and promotion the committee must have a quorum, which will be two-thirds of the faculty members eligible to participate on the committee according to university guidelines.

Committee members will elect a committee chair, who will be responsible for following tasks:

- Schedule at least one meeting of the committee members for deliberations.
- Oversee a secret ballot by committee members with the options of “yes” or “no” for tenure and “yes” or “no” for promotion to associate professor.
- Vote for promotion and tenure of candidates
- Count the votes and report the results back to the committee during the meeting when the votes are taken.
- Draft the letter of recommendation on behalf of the committee that will be addressed to the dean of the college and will outline the results of the committee’s deliberations and an explanation of any irregularities or abstentions.
- Deliver the draft letter to the committee for review and approval.
- Add the approved letter to the candidate’s tenure and promotion file prior to submitting the file to the Dean.

The Interior Architecture Department discourages abstention votes. The department does not allow votes by proxy or those offered in any other manner than by secret ballot at the meeting. The vote will be considered positive if the candidate receives a simple majority of positive votes for tenure and/or promotion.

Section 3: When the candidate seeks promotion from assistant to associate professor, and the Interior Architecture Department has fewer than three tenured professors (including the Department Chair,) the department will forego the departmental faculty evaluation. The Department Chair will provide an evaluation and recommendation letter addressed to the Dean and add it to the file. The file will then progress through the review process outlined in the University Tenure and Promotion Manual and the College of Communication, Architecture + The Arts Policies and Procedures.

Section 4: When the candidate seeks promotion from associate to full professor, and the Interior Architecture Department has fewer than three professors at the level of full professor, the department will forego the departmental faculty evaluation. The Department Chair will provide an evaluation and recommendation letter addressed to the Dean and add it to the file. The file

will then progress through the review process outlined in the University Tenure and Promotion Manual and the College of Communication Architecture + The Arts Policies and Procedures.

#### **Article IV. Solicited Letters of Evaluation**

i. The Interior Architecture Department requires a minimum of five letters from external reviewers who are in a position to provide an evaluation of the candidate's scholarly and professional activities. The department chairperson in consultation, with some or all members of the departmental Tenure and Promotion committee, will decide from whom to request letters and will make the formal request for letters. The candidate will be informed of the identities of the outside reviewers and shall be given the opportunity to add up to two names from whom letters will be solicited and to strike up to two names from the list. Outside letters are intended to be an independent, professional evaluation. Normally, letters will not be solicited from former mentors, mentees, coauthors, co-editors, or anyone who has been associated with the candidate closely enough so that there would be reason to question the impartiality of the evaluation. Exceptions will be accompanied by an explanation in the dossier. These letters should will come from individuals at institutions that are benchmark research universities in accordance with FIU's mission and goals; i.e. from universities ranked by Carnegie as Research University/Very High Research Activity or Research University/High Research Activity. Because the former is the category to which FIU aspires, at least two letters should come from RU/VHR universities. For universities outside the U.S., the Institute of Higher Education, Shanghai Jiao Tong University, rankings of the top 500 world universities is generally accepted as an international standard and should be consulted. The solicited letters should come from individuals who have attained positions of national leadership in their respective fields.

iii. Outside reviewers will be instructed to briefly identify their credentials and authority to review the candidate's accomplishments, within the context of their letters. In addition, the file will include full curriculum vitae of the authors of external letters of support, rather than abbreviated or summary biography.

iv. In order to provide the external reviewer independence in providing a candid evaluation, the promotion and tenured candidates in the Interior Architecture Department will not have access to the external reviewers' letters.

These policies were adopted by the Department on February 26, 2020.

## **POLICIES**

### **Article I. Interior Architecture Department Criteria**

## **NON-TENURE-TRACK PROMOTION GUIDELINES**

### **PROMOTION TO ASSOCIATE TEACHING PROFESSOR AND TEACHING PROFESSOR**

#### **POLICIES**

Section 1. The criteria for non-tenure track promotion in the Interior Architecture Department set forth in these guidelines shall supplement, but not supersede, the most current college and university guidelines.

#### **Article 1. Eligibility**

Promotion from Assistant to Associate Teaching Professor will not be considered until the start of the sixth year of continuous service as an Assistant Teaching Professor. Candidates who have held the position of Visiting Instructor and for whom there has been no break between the visiting and regular appointment may aggregate their full-time teaching service to reach the required total of five completed years.

#### **Article II. Interior Architecture Department Criteria for the Evaluation of Non-Tenure Track Faculty Performance in Teaching and Service**

##### **Promotion to Associate Teaching Professor**

Promotion to Associate Teaching Professor requires a consistent record of outstanding teaching. In addition to the candidate's qualitative self-evaluation, the promotion dossier should also include student evaluations, peer evaluations, indications of any teaching awards received, and annual assignments and annual evaluations.

For promotion to Associate Teaching Professor, there must be evidence of consistent meritorious achievements in teaching, advising (including student engagement and mentoring), and in other assigned administrative or service activities (e.g., program coordinator, certificate director). Student evaluations of teaching should be superior. In addition, the evaluation will consider such items as peer reviews of one's teaching, one's importance to, and role in improving, the unit's instructional or academic program of course development (or in other areas of assignment) and use of innovative techniques or technologies.

Any pedagogical publications, discipline publications, classroom and laboratory innovations, contributions to student advising, and university service should be included in the promotion application along with evidence that the Assistant Teaching Professor has used the assessment of student learning outcomes to influence in a positive manner his or her teaching. Assistant



Teaching Professors are not required to apply for promotion at any time, and an Assistant Teaching Professor applying and failing may continue as an Assistant Teaching Professor.

### **Teaching Professor**

It is not expected that faculty will receive an initial appointment as Teaching Professor. This is a position typically obtained through promotion from Associate Teaching Professor. Those currently holding the title of Assistant Teaching Professor should apply to the rank of Associate Teaching Professor; those currently holding the title of Associate Teaching Professor should apply to the rank of Teaching Professor. Such promotion will not be considered prior to the start of the sixth year of continuous service as an Associate Teaching Professor.

Promotion to Teaching Professor requires a continued, consistent record of outstanding teaching. In addition to the candidate's qualitative self-evaluation, the promotion dossier should also include student evaluations, peer evaluations, indications of any teaching awards received, and annual assignments and annual evaluations.

For promotion to Teaching Professor, there must be evidence of consistent meritorious achievements in teaching, advising (including student engagement and mentoring), and in other assigned administrative or service activities (e.g., program coordinator, certificate director). Student evaluations of teaching should be superior. In addition, the evaluation will consider such items as peer reviews of one's teaching, one's importance to, and role in improving, the unit's instructional or academic program of course development (or in other areas of assignment) and use of innovative techniques or technologies.

Any pedagogical publications, discipline publications, classroom and laboratory innovations, contributions to student advising, and university service should be included in the promotion application along with evidence that the Associate Teaching Professor has used the assessment of student learning outcomes to influence in a positive manner his or her teaching. Associate Teaching Professors are not required to apply for promotion at any time, and an Associate Teaching Professor applying and failing may continue as an Associate Teaching Professor.

### **Promotion to Teaching Professor**

Promotion to Teaching Professor uses the same criteria as those for promotion to Associate Teaching Professor. The consistency of teaching success, evidence of teaching quality enhancement, contribution to pedagogy, innovation, and service are important considerations for promotion to Teaching Professor. Associate Teaching Professors are not required to apply for promotion at any time, and an Associate Teaching Professor applying and failing may continue as an Associate Teaching Professor.

### **Article III. Interior Architecture Department Procedures**

Section 1. The Department of Interior Architecture implements tenure and promotion procedures in compliance with applicable College and University requirements and in accordance with the Board of Trustees-United Faculty of Florida Collective Bargaining Agreement (UFFCBA.)

## **PROCEDURES**

### **Article I. Annual Evaluation**

Section 1. The annual evaluation procedure will be implemented in compliance with applicable College, UFFCBA, and University requirements.

### **Article II. Promotion Application Review**

#### **Promotion to Associate Teaching Professor**

Promotion applications will be considered by a committee composed of two Associate Teaching Professors (or Assistant Teaching Professors, if no Associate Teaching Professors are in the department) and three tenured faculty members, chaired by one of the tenured faculty members. The committee makes a recommendation to the department chair. The Department Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Assistant Teaching Professors promoted to Associate Teaching Professors receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement. .

#### **Promotion to Teaching Professor**

Promotion applications will be considered by a committee composed of two Teaching Professors/University Instructors/Lecturers (or Associate Teaching Professors/Senior Instructors/Lecturers or Instructors/Lecturers, if no Teaching Professors/University Instructors/Lecturers are in the department) and three tenured faculty members, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application.

The Department Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Associate Teaching Professors promoted to Teaching Professors receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

**FIU**

**Interior  
Architecture**

College of Communication, Architecture + The Arts