

UNCG Department of Interior Architecture Academic Professional Faculty Positions

This policy explains the procedures, performance expectations, and criteria for appointing, reappointing, and advancing Academic Professional (AP) faculty in the Department of Interior Architecture (IARc). The regulations in this policy are consistent with the College of Arts and Sciences “Academic Professional Faculty Positions” but in case of conflict with department guidelines, the College documents take precedence.

1. Purpose

This policy establishes a non-tenure faculty track for fixed-term, renewable appointments to support the technical or applied aspects of academic programs in the Department of Interior Architecture. The purpose of the AP position is to lend stability by means of faculty continuity and to extend students’ educational experiences. AP faculty typically have practice-based skills and experience and their faculty responsibilities are usually more practice-oriented, professional, administrative, or technical in nature than tenure-track appointments. Thus, AP faculty likely may serve as directors or coordinators of departmental initiatives such as the Center for Innovation in Interior Architecture or CAMstudio, as technical experts and instructors regarding, e.g., the Digital Studio, and as teachers whose design practice and expertise enhance students’ understanding and application of fundamental concepts, theory and basic knowledge.

AP faculty participate in governance responsibilities in the academic community. They have voting privileges in IARc, the College, and the University except in the matters of promotion, tenure, and post-tenure decisions of the tenure track faculty.

2. Rationale

Students in IARc apply theory and practice to the design of objects and interior space which are realized in the built environment. Thus, specialists in the applied aspects of design are key to the educational process and offer recency in professional practice as well as programmatic flexibility, thereby advancing and enriching the curriculum while complementing the roles and responsibilities of the tenured faculty. An AP appointment provides career stability, enhances these faculty members’ commitments to the department and the institution, promotes professional development, offers opportunities for advancement, assigns longer range responsibility, and establishes a career track that provides rewards and incentives for long-term service and achievement.

3. Appointment, Reappointment, and Advancement

A. Appointment

Candidates demonstrate through education, credentials, and expertise the ability to guide students’ educational experiences in IARc. Minimum criteria for appointment to an AP position include:

- a Master’s degree from an accredited institution

- appropriate certification typical of professionals involved in the built environment such as LEED or NCIDQ
- two years of successful service or practice in design

Initial AP appointments are for 1 year with the expectation that the contract likely will be extended to 3 years following a successful first year. At the end of the first year, the Department Chair will review with the AP faculty member the contractual expectations of the initial appointment and position description to determine whether to recommend to the Dean an extension to a 3 year contract.

Initial appointments will be to an “Academic Professional” position although a candidate may be hired as a “Senior Academic Professional.” The candidate’s contract shall state the rank effective at the time of appointment.

B. Reappointment

Because AP faculty appointments will vary, the types of evidence candidates for reappointment present will be based on the unique needs of the department and the specific contractual expectations. Importantly, these expectations and responsibilities may change over time with emerging goals and objectives of the department. In this situation, the Department Chair and AP faculty member will discuss the proposed changes and the Department Chair will submit a memo to the AP faculty articulating the altered expectations. For example, an AP faculty member may be appointed to serve as the Coordinator of the Internship Program but this responsibility may shift to a tenured or tenure-track faculty member as expectations of the departmental internship program evolve or change.

AP faculty appointments are fundamentally distinct from tenure-track appointments; however, they are not temporary appointments as are lecturers but instead are longer term commitments that encompass significant duties and responsibilities, opportunities for advancement, and established career tracks. Thus, AP faculty will be reviewed at 3 year intervals which is consistent with the review process for tenure-track faculty (3rd year review and 3 years later, the tenure and promotion review).

By 01 March of year 2 in a 3 year contractual cycle, the Department Chair shall discuss the upcoming review with the AP faculty member and provide the candidate, in writing, with a timetable for the review along with a clear statement of what information the candidate must provide and the dates when each item is due.

Candidates for reappointment must write a 2-3 page narrative that describes and analyzes their activities and achievements and their significance in relation to the scope of the work and other duties set forth in the candidate’s contract and position description. The dossier must be clearly organized by departmental expectations of the particular appointment and present a complete and compelling record of activities and achievements. Copies of the annual review letters must be included in the dossier. If the

AP faculty member teaches courses, the dossier must include a copy of the appropriate departmental teaching evaluation form, summaries of numerical ratings of student evaluations, and the average teaching scores of the faculty in the department. The dossier need not include extended supplemental materials or letters from external reviewers.

The Department Chair in consultation with the IARc Steering Committee (Department Chair, Coordinator of the Undergraduate Program, Director of the Center for Innovation in Interior Architecture, and the Director of Graduate Studies) will review the candidate's materials and the Department Chair will make a recommendation to the Dean regarding reappointment.

Reappointments are for a minimum of 3 years with no limit to the number of times an AP faculty member can be reappointed.

C. Advancement

The Department Chair and department faculty can recommend an AP candidate for advancement at any time. After 5 years in a position, the AP candidate may request and initiate an advancement review. The candidate must inform the Department Chair of this request by 01 March in the spring semester prior to the fall semester of the review year. Such a review will require the consent of the Department Chair.

Candidates for AP advancement must write a 2-3 page narrative that describes and analyzes their activities and achievements and their significance in relation to the scope of the work and other duties set forth in the candidate's contract and position description. The dossier must be clearly organized by departmental expectations of the particular appointment and present a complete and compelling record of activities and achievements. Copies of the annual review letters must be included in the dossier. If the AP faculty member teaches courses, the dossier must include a copy of the appropriate departmental teaching evaluation form, summaries of numerical ratings of student evaluations, and the average teaching scores of the faculty in the department. The dossier need not include extended supplemental materials or letters from external reviewers, but the candidate's work must demonstrate a high level of discipline-related proficiency, be creative and original, be amenable to documentation, be peer or constituent-reviewed, have a significant impact on the candidate's profession and/or enhance significantly the ability of the department, college, or university to carry out its research, teaching, and/or service mission.

The Review Committee will consist of tenured faculty in IARc and an AP faculty members. If there is no other AP faculty member in IARc, the Dean may invite an AP faculty member from another department to join the Review Committee. The Review Committee shall write an evaluation of the candidate and so shall the Department Chair. The Dean shall review departmental AP advancement cases.

After the dossier has been completed but before it is submitted to the dean, the candidate will review it and sign a statement to this effect. The candidate may write a response to the dossier or the opinions expressed in it. At this point, the candidate may withdraw the dossier before it is submitted to the Dean.

4. Evaluation of Performance

A. Reappointment

The performance criteria and expectations for reappointment are determined primarily by the position description as it is operationalized in the contract. Assessment relies on how much and how well the candidate has performed the duties and responsibilities relative to the position description and contract.

B. Advancement

There are two paths to advancement: 1) the candidate performs the duties and responsibilities effectively or 2) the scope of work has changed significantly, either by an increase in the position's duties – in kind as well as in number – and/or by an increase in responsibilities.

The Review Committee and the Department Chair will review the evidence and prepare written critiques of the candidate's work as delineated by the unique duties and responsibilities associated with the initial and, as appropriate, the revised expectations of the AP faculty member's unique appointment.

approved IARc December 2012