



**FACULTY OF ENVIRONMENTAL DESIGN (EVDS)**  
**Guidelines for Academic Appointment Review and Renewal**  
**Section 5 of the APT Manual**

## **INTRODUCTION**

The policies and procedures of the University of Calgary as described in the *Procedures Pertaining to Appointment, Promotion, and Tenure of Academic Staff* (APT Manual) must be applied. In the event of any conflicts between these guidelines and the policies and procedures of the University of Calgary, the latter shall prevail.

The purpose of this document is to formalize procedures whereby the Faculty of Environmental Design may ensure fairness of process and a just result both to the University and to a Faculty member applying for tenure or a renewal of an Initial Term. The values informing the provisions below include the need to follow University policy, expressed in the APT manual; the desire to apply consistently rigorous standards of review, while acknowledging the variety of circumstances and criteria suitable for different disciplines and career paths; the need to provide applicants with an unbiased review based upon fairly gathered and known types of information; and the acknowledgement that the granting of tenure or the renewal of an Initial Term is contingent upon the applicant's case being persuasive (APT Manual 5.6.1 & 5.7.5.4).

Normally, Initial Term appointments are for four years, with the expectation that Assistant Professors will apply for a two-year renewal of that term. When the candidate applies for tenure, the Academic Appointment Review Committee may extend the Initial Term appointment for one year.

## **DEFERRAL**

APT 5.4.7 At any time prior to May 1st, an academic appointee in the normal year for consideration for renewal of initial Term or for an appointment *With Tenure* may be granted the following types of deferral:

- a) *Personal Deferral*: An academic appointee may defer consideration for a period of one year by notifying the Dean (or equivalent) in writing. This deferral may occur at the time of renewal of Initial Term or on appointment *With Tenure*, but not for both.
- b) *Dean's Deferral*: A Dean (or equivalent) may initiate a one-year deferral when appropriate for compassionate reasons, or to facilitate the completion of an assisted study leave. Should a Dean's deferral be required more than once, the Dean (or equivalent) shall consult with the Provost & Vice-President (Academic).
- c) *Parental Deferral*: Maternity and/or Parental Leaves shall result in automatic one-year deferral of consideration for renewal of Initial Term or for an appointment *With Tenure*. Note: This deferral does not preclude the academic staff member from applying for consideration for renewal of Initial Term or for an appointment *With Tenure* according to original timelines, applying for early consideration, or being eligible for subsequent deferrals.
- d) *Provost Deferral*: In exceptional circumstances, the Provost & Vice-President (Academic) may approve or initiate a one-year deferral of consideration for renewal of Initial Term or for an appointment *With Tenure*.

5.4.8 In all types of deferral, the Initial Term appointment shall be extended for one year beyond the termination date. Such deferral, regardless of the number of times granted, shall not interfere with the right of the Academic Appointment Review Committee to grant an extension of an Initial Term

## **COMPOSITION OF ACADEMIC APPOINTMENT REVIEW COMMITTEE**

5.7.4.1 An Academic Appointment Review Committee (AARC) in the Faculty of Environmental Design is advisory to the Dean and shall be composed as follows:

- a) the Dean or delegate (Chair);
- b) four academic appointees holding appointments With Tenure, at least one of whom must be from outside the Faculty and at least one of whom must hold an Associate or Full Professorship, all elected by the Faculty Council; (Two alternative Faculty of Environmental Design faculty representatives will also be elected by the Environmental Design Faculty Council in the event that elected faculty representatives are unable to serve.);
- c) one or two academic members appointed by the Dean;
- d) Associate Dean (Academic) and Associate Dean (Research and International) as participating but non-voting members
- e) a member appointed by the Faculty Association, who shall be present as a participating but non-voting member of the Committee.
- f) one student member from the Faculty of Environmental Design, elected by the Faculty Council, as a voting member; (One alternative student representative will also be elected by the Environmental Design Faculty Council in the event that an elected student representative is unable to serve.)

Both genders shall be represented on the Committee.

In years where more than one Faculty member is being reviewed, it is intended that the same Committee shall consider all applications. In all cases, at least one of the Faculty members from within the Faculty must be from the same program, or must profess in the same discipline, as any candidate being reviewed. Whenever possible, the student member's Program of Study should include courses in the same program or discipline as that professed by a candidate being reviewed.

5.7.4.2 The quorum for the AARC shall be in accordance with section 5.7.4.2 of APT. When an elected member is unavailable for medical or other reasons the Dean may appoint to AARC an alternative representative as elected by EVDS Faculty Council.

5.7.4.6 Once the Committee is constituted, the Dean shall notify the applicant, in writing, of its composition. An applicant may, for cause and in writing, within one week of notification, request the Dean to disqualify and arrange the replacement of any member of the Committee. In ruling on such requests, the Dean may consult with concerned individuals and shall consider whether a reasonable apprehension of bias has been established.

A candidate who does not make such a request for the disqualification of a member of the AARC shall be deemed to have accepted the fairness of the Committee's composition.

## **SELECTION OF REFEREES (this Section accords with Faculty Council Resolutions of 1994.3.24)**

The Faculty of Environmental Design shall obtain signed written advice from three referees when applications for tenure are being considered. One referee, appointed by the Dean, must be a Faculty member from the Faculty of Environmental Design or from elsewhere at The University of Calgary and two will be eminent academics or professionals in the discipline or field of study, from outside this University. Normally, it is expected that these referees will not have had a close personal or professional relationship with the candidate. These individuals shall be invited to assess the quality and progress of the

candidate's creative activity, including scholarsh

## **RESPONSIBILITIES OF THE ASSOCIATE DEANS**

- 5.6.18 The Associate Deans will post and distribute announcements soliciting such signed input from students, alumni, staff and faculty members. The Associate Deans will make available the applicant's c.v. and relevant research publications for inspection, for a period of at least two weeks, by those from whom input was invited.
- c) In soliciting this input the Associate Deans shall invite the applicant to suggest who outside the Faculty of Environmental Design would have direct knowledge of the applicant's academic work. Signed input would also be invited from these individuals as well as such others as the Associate Deans deem appropriate.
  - e) The Associate Deans advice to the AARC shall describe steps taken to obtain relevant information.
  - f) In addition to summarizing in the assessment and recommendation the contents of all signed material they receive, the Associate Deans shall submit the original documents to the AARC. All submissions received will be confidential to the Associate Deans and the AARC. Copies of submissions shall not be shown to the candidate, except where the signer explicitly signifies consent.
- 5.6.19 The Associate Deans are jointly responsible for submitting to the AARC, through the Dean, an assessment and recommendation concerning an application for tenure. In preparing such advice, they must consider all material submitted by the candidate, the letters from referees, all course evaluations for courses taught or managed by the candidate, and any signed input sent to them.

In accordance with 5.6.19 of the APT Manual, the Associate Deans' advice to the AARC shall be supplied to and discussed with the candidate. By April 15, following the discussion the Associate Deans may revise the assessment and/or recommendation. The applicant must receive a copy of any revisions at least one week before May 1.

## **RESPONSIBILITIES OF THE AARC CHAIR**

In order to ensure fair treatment of the candidate and to facilitate the AARC's decision on the merits of the case, the Chair or any other member of the AARC may at any time raise for consideration and decision by majority vote matters of procedure or the admissibility of information not covered by the provisions of this AARC Manual. Where appropriate, the candidate may be consulted on an issue.

## **RESPONSIBILITIES OF THE AARC**

- 1) ~~to ensure fair treatment~~

## **MATERIAL TO BE CONSIDERED BY THE COMMITTEE**

The AARC shall not receive or consider anonymous submissions, except that material in course evaluations shall be given appropriate weight. The committee shall consider the material submitted by the candidate, materials submitted by the Associate Deans (including original, signed letters from referees and others solicited as per 5.6.18 and the candidate's appointment letter). As well, it may consider the performance of the candidate in the three areas of teaching, scholarly activity and service as understood by members of the Committee.

## **PERFORMANCE ASSESSMENT**

Please review the APT Manual SECTION 3: CRITERIA FOR APPOINTMENT, TENURE, MERIT ASSESSMENT AND PROMOTION.

## **ACCOMPLISHMENTS IN FACILITATING LEARNING**

- 1) The Faculty of Environmental Design acknowledges the importance of teaching and supervision, and other modes of facilitating learning. In light of the variety of modes and paths to excellence in this area, a variety of criteria and types of information may be incorporated in assessing performance in this area.
- 2) Effectiveness in facilitating learning should normally be measured by the quality and pattern of development in skills and practice in these various modes, as documented in the teaching dossier. Modes to be considered include, but are not limited to, course and curriculum development, course

not limited to, development of continuing education curricula or certification examinations for professional associations or bodies, and organization and presentation of seminars, workshops and short courses for persons outside programs leading to degrees.

- 7) Participation in team or interdisciplinary teaching is encouraged in the Faculty of Environmental Design. The extent and nature of the individual contribution should be considered. Additionally, the quality of work from which an individual component cannot be disaggregated will also be attributed appropriately to the candidate. It is acknowledged that synergistic collaboration may result in a contribution beyond the nominal expertise of a participant. The committee may seek input from the candidate's colleagues in the collaboration.
- 8) Although the AARC's prime concern about facilitating learning is its quality, the APT Manual 5.7.5.2 also requires that, given the applicant's quality and pattern of career performance, there is a substantial likelihood that the applicant will be able to sustain a career as a productive researcher effective teacher, and active contributor to the University of Calgary community. Course assignments and supervisory loads are recognized to be largely beyond the control of the candidate; however, evidence of both willingness and ability to continue to improve the nature of contributions to the Faculty in these areas is important.

### **ACCOMPLISHMENTS IN SCHOLARSHIP, RESEARCH AND CREATIVE ACTIVITY**

- 1) The Faculty of Environmental Design acknowledges the importance of the scholarship of synthesis, of application, of dissemination and of teaching, as well as the scholarship of discovery.
- 2) As stated in the APT Manual 3.3, scholarship, research and other creative activity should normally be measured by the quality and pattern of the candidate's work, recognizing the appropriate media and outlets for communication with peers in the relevant disciplines. The underlying principle of evaluation is that juried, prize-winning, peer-reviewed or otherwise publicly acknowledged work provides the best evidence of scholarly, creative or professional competence.
- 3) Formal review by informed peers from the appropriate disciplinary or interdisciplinary community is normally expected, prior to or as a result of presentation, publication, distribution, or exhibition. The assessment of the quality and significance of scholarship, research and other creative activity will depend on factors that include but are not limited to peer review, length, magnitude, breadth, appropriateness of research design and methodology, type and level of venue, scholarly or critical reception and type of presentation.
- 4) Notwithstanding the general expectation of peer review, it is acknowledged that in some fields the publication or dissemination of the products of scholarship, research and other creative activity occurs in other than refereed venues. In this case, the reception of the work in the relevant community shall be of considerable importance. In addition, certain forms of scholarship, particularly that of synthesis, application and teaching may appropriately be disseminated through popular or non scholarly educational vehicles, although this sort of dissemination is not sufficient in itself to merit the granting of tenure.
- 5) Modes of expression and of dissemination of scholarship, research and other creative activity may include but are not limited to the preparation of books, monographs, articles, conference papers or presentations, plans, models, designs, prototypes or other artifacts, exhibitions, design competition entries, films, video productions or other forms of electronic communication. Editorship of a journal or receipt of research grants or a patent is also considered as evidence of scholarship, as is the adoption of materials by other institutions.

- 6) Contributions to relevant professional disciplines are also to be recognized, as contemplated in 3.3.4 of the APT Manual. In the Faculty of Environmental Design, creative professional applications through outlets or media which involve an informed peer review will be recognized, so long as they are of high quality, are acknowledged contributions to the field and flow primarily from research. As well as items listed in the previous paragraph, possible forms of the contributions include but are not limited to consulting reports, court testimony, participation in public hearings or major public participation or review processes.
- 7) Participation in interdisciplinary group endeavours is encouraged in the Faculty of Environmental Design. The extent and nature of the individual contribution may be considered. Additionally, the quality of work from which an individual component cannot be disaggregated will also be attributed



- b) The candidate shall be permitted, if s/he wishes, to make a brief statement that responds to the concerns identified in the letter to him or her.
- c) The Associate Deans shall be permitted, if they wish, to make a brief statement that responds to the concerns identified in the letter.
- d) The Committee shall interview the candidate and the Associate Deans, in each other's presence, on the matters identified in the letter or other matters raised by the candidate in her or his statement. Questions that are not directly relevant to these matters are out of order. Responses are to be directed to the Committee.
- e) After Committee members are satisfied that they have had sufficient opportunity to ask questions, the candidate and the Associate Deans shall be asked to leave and the Committee will meet in camera