

# College of Architecture and the Built Environment

## Supplement to the Thomas Jefferson University Faculty Handbook

Approved by the Executive Committee on October 6, 2022

Office of the Dean  
Office of Faculty Affairs

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In the event that any portion of this college-specific supplement conflicts or is inconsistent with the language outlined in the TJU Faculty Handbook or the Bylaws, the TJU Faculty Handbook and Bylaws control and supersede this supplement.

# **1. CABE PURPOSE, HISTORY, AND COMMITMENT TO DIVERSITY**

## **1.1 CABE STRATEGIC PLAN**

The College of Architecture and the Built Environment is committed to educating the next generation of leaders in the architecture and allied professions to be stewards and innovators of the built environment for a socially equitable and sustainable future. The College will be guided by the CABE Strategic Plan as amended from time-to-time and approved by the Provost. (see appendix)

## **1.2 HISTORY OF THE COLLEGE**

The Philadelphia College of Textiles & Science began expanding its design programs based on the technical foundations within those fields. A single interior design course started in 1980 as a service to the textile-related programs. This developed into the Interior Design Program as a full-time day program leading to a Bachelor of Science degree in 1985. The College introduced the Bachelor of Architecture Program in 1991 and its director served as the chair of the Department of Architecture and Interior Design, then Dean of the School of Architecture + Design, and until 2007, Dean of the School of Architecture. In 2007 the positions of Dean and Architecture Program Director were divided between two people and gradually additional administrative positions were created: Associate Deans and a Manager of Academic Operations. The School of Architecture was elevated to a College of Architecture and the Built Environment (CABE) as part of an institutional restructuring in 2011. In 2021 academic programs in CABE were grouped into departments. The Interior Design and Architecture programs' progeny are housed in the College of Architecture and the Built Environment and in the Kanbar College of Design, Engineering & Commerce. New programs may be added in the future.

## **1.3 CABE COMMITMENT TO DIVERSITY**

Aligned with Thomas Jefferson University, CABE is committed to building and expanding a diverse educational community founded on mutual respect and appreciation for each other. We aspire to create a diverse, equitable, and inclusive environment, knowing that the creative energy and innovative insights that result from diversity are vital for our intellectual rigor and social fabric. As a scholarly community, we are people of all racial, ethnic, cultural, socio-economic, national, and international backgrounds. We welcome diversity of thought, pedagogy, religion, age, sexual orientation, gender, gender identity, and disability. Our shared responsibility is to enhance the quality of life for all members of the Jefferson community, providing a safe, welcoming, and supportive environment in which to learn, work, and grow.

## **2. PROFESSIONALISM AND COLLEGE CULTURE (SEE APPENDIX)**

CABE is committed to a professional college culture that fosters respect for faculty, staff, students, and invited guests. Additionally, the community encourages members to learn about and embrace the many disciplines within the college and acknowledge their craft. In this way, faculty may advance disciplinary knowledge in their fields, while students acquire the knowledge and skills needed to launch successful and rewarding careers that improve the world we share.

## **3. COLLEGE GOVERNANCE**

CABE shall have the following committees in order to conduct the affairs of the college. Eligible faculty shall have voting rights in accordance with the Bylaws of the Schools and Colleges.

### **3.1 EXECUTIVE COMMITTEE**

#### **3.1.1 Charge and Function**

Unless specifically delegated elsewhere in the *Bylaws*, the Executive Committee has primary authority for academic and faculty affairs in the college, including responsibility for policies related to the educational programs of the college. Standing committees of the college submit recommendations and annual reports to the Executive Committee.

The Executive Committee shall receive the recommendations of the standing committees of the college and shall vote on matters brought before it by the standing committees. In areas where the faculty of the college have authority as outlined in this *Supplement*, action of the Executive Committee may be reversed by the voting body of the general faculty of the college.

The procedure for reversal of an Executive Committee action is set forth as follows:

The request for a vote is made in writing to the Dean with a copy to the Executive Committee.

The Dean determines whether the request for a vote addresses an area where the faculty have the authority to seek a reversal of an Executive Committee decision.

A vote is timely held and eligible faculty in the College may participate.

The vote may be taken by mail ballot or any other method, electronic or otherwise.

The Dean or Dean's designee is responsible for tallying the vote and relaying the results to the faculty and the Executive Committee.

The reversal of an Executive Committee action requires the support of a majority of the voting members of the eligible faculty.

### **3.1.2 Membership, Invited Attendees and Ex-Officio Members**

The CABE Executive Committee shall consist of the Dean, who shall serve as chair, department chairs, ancillary deans and program directors with senior faculty rank, and two (2) elected representatives of the full-time senior faculty in the college. Ancillary deans and program directors without senior faculty rank may attend as invited guests but may not vote. Elected representative terms are for two years and should represent different constituencies of the college where possible; they should be full-time senior faculty in the college and should not be from the same program within the college.

The Dean may invite others, such as chairs of the college's standing committees, to attend the Executive Committee meetings as non-voting guests.

### **3.1.3 Meetings and Minutes**

The Executive Committee must meet at least six (6) times per year. At their discretion, the Dean may establish a more frequent meeting schedule. The meeting schedule shall be published prior to the start of each academic year.

A meeting agenda will generally be distributed to Committee members prior to each meeting. Meeting minutes will be taken and made available to faculty members, as appropriate, by posting them digitally, stored in the appropriate Committee folder.

## **3.2 COLLEGE COMMITTEE ON GOVERNANCE**

### **3.2.1 Charge and Function**

The Committee on Governance shall oversee the membership of college-level standing and special committees as well as college representation to university-level committees, unless specified otherwise in the *TJU Bylaws*.

The Committee on Governance shall administer the nomination and election process for those university and college-level committees requiring election of faculty representatives. In cases where appointment to university and college-level committees is required, the Committee on Governance shall appoint faculty to committees after consultation with the Dean. The Committee on Governance shall ensure that faculty proposed for election or appointment to university or college-level committees meet established requirements for said committee.

Upon a majority vote of any committee, the Committee on Governance may authorize the replacement of a committee member for absenteeism, failure to participate in the committee process or other good cause shown, but a committee member shall not be replaced on the ground that the committee disagrees with the committee member's position on issues before the committee. In the event the Committee on Governance authorizes such replacement, the committee member shall be replaced with a new member selected in the manner in which similarly situated members of the committee in question are typically selected.

The Committee on Governance shall announce election outcomes for committee assignments to the full faculty of the college. It shall maintain the official list of the

college's representatives to university committees and college committees, per procedures outlined in the *Faculty Handbook*.

### **3.2.2 Membership, Invited Attendees and Ex-Officio Members**

The Committee on Governance should be composed of members of the CAFE faculty who have just completed terms as the college's elected representatives of the Faculty Council or the Executive Committee. The committee should also include three (3) members of the Voting faculty, each of whom will serve a two-year term. A chair will be selected by and from among the faculty members of the committee and should be a senior faculty member.

In the event there is an insufficient number of eligible faculty to meet a minimum membership, the dean, in consultation with the Executive Committee, will appoint members. In the event there are more than six (6) individuals who meet the criteria for service, the Executive Committee will choose members by lottery.

Members of the committee may not be on ballots for college or university committees during their service. Members may serve on a college or university committee as appointed members if requested by the college's Executive Committee.

### **3.2.3 Meetings**

The Committee on Governance should meet as necessary to conduct its business.

A meeting agenda will generally be distributed to Committee members prior to each meeting.

## **3.3 COLLEGE CURRICULUM COMMITTEE (CCC) (SEE APPENDIX)**

### **3.3.1 Charge and Function**

The work of the College Curriculum Committee transcends the interests or responsibilities of a college's individual departments and academic programs. The committee has general authority and responsibility for the overall design, management, integration, evaluation and enhancement of the educational programs within the college. The committee ensures the integrity, cohesion, and excellence of the curriculum of each of the educational programs within the college, per the procedures outlined in the *Faculty Handbook*. The committee also monitors compliance with program policies such as policies on timeliness of grades and student workload.

The committee shall also consider proposed changes in the college's general academic policies regarding admission; academic achievement, progression, and graduation requirements, after consultation with the college's committees on admissions and student promotions, as applicable. The committee may establish subcommittees, which may include members of the committee and/or other members of the faculty as necessary for intensive study or investigation of a curricular matter, curricular innovation, revision, or priority.



### **3.3.2 Membership, Invited Attendees and Ex-Officio Members**

The College Curriculum Committee must consist of at least three (3) members of the Voting Faculty. Additional committee members may be added at the recommendation of the Committee on Governance. Committee members should represent the broad spectrum of contributors to the college's educational programs.

The chair, to be selected by and from among the members of the committee, generally also serves on the university Committee on Academic Programs and Policies and should be a senior faculty member.

The CCC may have representatives of the student body; the number should be appropriate to the type and size of the college student body, and shall comply with any applicable accreditation requirements. The term of student representatives will be determined by the college's Committee on Governance; student members are non-voting.

### **3.3.3 Meetings and Minutes**

The Committee will typically meet monthly during the academic year, according to the College calendar (see appendix). If the chair determines that there is no business for the agenda, the meeting may be canceled. An open hearing of a proposal may be scheduled if deemed necessary or prudent by the CCC chair in consultation with the Dean. In such cases, there must be at least a one-week advance notice to the faculty of the hearing.

A meeting agenda will generally be distributed to Committee members prior to each meeting. Meeting minutes will be taken and made available to faculty members, as appropriate, by posting them digitally, stored in the appropriate Committee folder.

### **3.3.4 Curriculum Review and Approval Process (see Appendix).**

## **3.4 COLLEGE COMMITTEE ON ACADEMIC OUTCOMES ASSESSMENT (AOA) (SEE APPENDIX)**

### **3.4.1 Charge and Function**

The Committee on Academic Outcomes Assessment (AOA) will promote and sustain a college-wide culture of assessment. The committee will focus on program-level learning outcomes and educational objectives, student-learning objectives for courses in a program's curriculum, and educational offerings within the broader context of the university's institutional learning outcomes and other areas as required by accreditation standards. As applicable, the committee ensures that student experiences and learning outcomes are comparable across instructional sites. The committee will establish guidelines and a schedule for assessment tasks for the academic year.

### **3.4.2 Membership, Invited Attendees and Ex-Officio Members**

The AOA shall consist of at least three (3) members of the faculty, who sufficiently represent the college's range of departments and academic programs. Faculty may serve multiple, consecutive terms.

Members should not be academic program leaders. Members may not serve simultaneously on the college Committee on Academic Outcomes Assessment and College Curriculum Committee.

The chair, to be selected by and from among the members of the committee, also generally serves on the university Committee on Educational Quality.

### **3.4.3 Meetings and Minutes**

The Committee will meet monthly during the academic year, according to the College calendar in the appendix, unless the chair determines that there is no agenda. A meeting agenda will generally be distributed to Committee members prior to each meeting. Meeting minutes will be taken and made available to faculty members, as appropriate, by posting them digitally, stored in the appropriate Committee folder

## **3.5 COLLEGE COMMITTEE ON FACULTY AFFAIRS (FAC) (SEE APPENDIX)**

### **3.5.1 Charge and Function**

The Committee on Faculty Affairs reviews and makes recommendations to the Executive Committee regarding academic appointments of ranked members of the faculty, including initial faculty appointments, subsequent faculty promotions, the awarding of tenure, and applications to the university's sabbatical program, that have been reviewed by and received initial approval of the Dean of the college. At the discretion of the Dean, the committee may be asked to provide peer review with respect to the academic achievement of faculty as it relates to the reappointment of the faculty member.

With regard to faculty appointment, promotion and tenure, the committee ensures compliance with the policies and procedures outlined in the *Faculty Handbook*. Members must maintain confidentiality and discretion in all matters handled and discussed by the Committee.

### **3.5.2 Membership, Invited Attendees and Ex-Officio Members**

The Committee on Faculty Affairs will typically be comprised of at least five (5) senior faculty, at least two (2) of whom are tenured. The chair is selected by and from among the committee members. Additional members may be added from among the senior faculty if needed to conduct the committee's business.

### **3.5.3 Meetings**

The Committee will meet monthly during the academic year unless the chair determines that there is no agenda. A meeting agenda will generally be distributed to Committee members prior to each meeting.

### **3.6 DEAN'S FACULTY ADVISORY COUNCIL**

#### **3.6.1 Charge and function**

This body will serve in an advisory capacity to the Dean on matters of faculty welfare and affairs specific to the college. The council will assist the Dean in setting the agenda for the college's General Faculty meetings.

#### **3.6.2 Membership, Invited Attendees and Ex-Officio Members**

Membership of the committee is comprised of CABE faculty elected to the University Faculty Advisory Council.

#### **3.6.3 Meetings and Minutes**

The Committee shall meet at least two (2) times per academic year. A meeting agenda will generally be distributed to Committee members prior to each meeting. Meeting minutes will be taken and made available to faculty members, as appropriate, by posting them digitally, stored in the appropriate Committee folder.

### **3.7 COLLEGE COMMITTEE ON DIVERSITY, EQUITY, AND INCLUSION (DEI) (SEE APPENDIX)**

#### **3.7.1 Charge and function**

The Committee shall advise the Dean as to (a) college priorities to foster a diverse, equitable, and inclusive working and learning environment and (b) actions and resources necessary to enhance diversity and inclusion within the college.

#### **3.7.2 Membership, Invited Attendees and Ex-Officio Members**

Membership will be comprised of:

one (1) full-time, senior-level faculty member to serve as Chair, who will be elected by committee members to serve a two-year term and may serve on University-wide DEI committees as appropriate;

two (2) full-time faculty members in CABE of any rank, who will be elected in alternating two-year cycles to insure continuity in the committee objectives; these members may serve on University-wide DEI committees and/or initiatives as appropriate;

one (1) or more full-time faculty member from any program requiring participation related to accreditation (should the above members not be from such program, the relevant program director will designate a faculty member to serve on the committee on a yearly basis);

one (1) CABE adjunct faculty member, elected by the adjunct faculty;

one (1) CABE faculty member with administrative position, such as an associate dean, program director, or department chair (ex-officio/non-voting), appointed by the Dean;

two to four (2-4) CABE students (ex-officio/non-voting), including at least one undergraduate and at least one graduate student, nominated by faculty and peers and appointed by committee chair.

one (1) CABE staff member (ex-officio/non-voting), elected by the staff; and up to three (3) CABE alumni (ex-officio/non-voting), appointed by the chair.

### **3.7.3 Meetings and Minutes**

The Committee shall meet as necessary to conduct its business. A meeting agenda will generally be distributed to Committee members prior to each meeting. Meeting minutes will be taken and made available to faculty members, as appropriate, by posting them digitally, stored in the appropriate Committee folder.

## **3.8 DOCTORAL AFFAIRS COMMITTEE**

### **3.8.1 Charge and Function.**

The committee maintains program oversight for Ph.D. and doctoral programs in the college, including admissions, assessment interview (for advanced standing), qualifying exam, and policy formation. The committee approves Advancement to Candidacy, semester progress reports, final dissertation and graduation certification. The Doctoral Affairs Committee authorizes Fellows and Affiliated Faculty serving as advisors to doctoral students.

### **3.8.2 Membership, Invited Attendees and Ex-Officio Members**

Membership includes the program director and two (2) full-time faculty with PhD's or domestic/foreign equivalent credential at the doctoral level.

### **3.8.3 Meeting and Minutes**

The committee will meet as needed. A meeting agenda will generally be distributed to Committee members prior to each meeting. Meeting minutes will be taken and made available to faculty members, as appropriate, by posting them digitally, stored in the appropriate Committee folder.

## **3.9 SUBCOMMITTEES AND AD HOC COMMITTEES**

Per Sec. 5.3.1 in *Bylaws of the Schools and Colleges of Thomas Jefferson University*, the Dean may establish subcommittees and ad hoc committees within a college subject to review by the Executive Committee. Membership shall be recommended by the Committee on Governance in consultation with the Dean.

## **4. PROMOTION AND TENURE**

### **4.1 FACULTY PROMOTION AND TENURE (SEE APPENDIX)**

Faculty on un-prefixed tracks in CABE are typically considered for promotion and/or tenure after completing year 5 of their time in rank as assistant professor. For tenure-track faculty, promotion and tenure typically occur in the same year. Typically, any decision to vary from applying for promotion and/or tenure after the fifth year will be based on consultation among the supervisor, dean, and faculty member. The dean, in consultation with the Office of Faculty Affairs, will render a decision on applying for promotion and/or tenure other than after the fifth year within the timeframes set forth in the *TJU Faculty Handbook*. In addition, faculty may request extensions to the time clock per the policies in the *TJU Faculty Handbook*.

## **5. TRACKS IN THE COLLEGE OF ARCHITECTURE AND THE BUILT ENVIRONMENT**

**LIST OF UNIVERSITY TRACKS IN USE THE COLLEGE OF ARCHITECTURE AND THE BUILT ENVIRONMENT;** for full descriptions, refer to section 6 in the *TJU Faculty Handbook*.

### **5.1 UN-PREFIXED TRACKS**

- Tenure Track
- Teacher Scholar Track
- Practice Scholar Track

### **5.2 PREFIXED TRACKS**

- Research Excellence Track
- Teaching Excellence Track
- Practice Educator Track

## **6. ACADEMIC CREDENTIALS FOR INITIAL FULL-TIME APPOINTMENT IN THE COLLEGE**

### **6.1 DEGREE RECOGNITION**

In assessing a prospective or current faculty member's academic credentials, the University recognizes degrees from domestic institutions accredited by the U.S. Department of Education as well as degrees from similarly accredited foreign institutions. Honorary degrees will not be considered.

### **6.2 MINIMUM CREDENTIALS FOR TRACKS IN CABE**

Faculty appointments in CABE will be considered for educators and researchers who provide substantive contributions to the academic programs in the college.

More information on the minimum credentials can be found in the appendix.

## **7. COLLEGE-SPECIFIC PROCEDURES FOR FACULTY APPOINTMENTS, PROMOTIONS, TENURE, PERIODIC REVIEW OF FACULTY ON UNPREFIXED TRACKS, AND TRACK CHANGE**

The College of Architecture and the Built Environment follows procedures outlined in the *TJU Faculty Handbook*, section 8.

### **7.1 DOSSIERS**

The dossier is a central component of the faculty's application for appointment, promotion, tenure, or periodic review. It is comprised of two parts, one submitted by the faculty, the other submitted by the Dean's Office. (See appendix)

### **7.2 DATES AND DEADLINES (SEE APPENDIX)**

### **7.3 COMMITTEE PROCEDURES (SEE APPENDIX)**

### **7.4 PROCEDURES FOR OUTSIDE ASSESSORS**

CABE follows the Guidelines for Solicitation of External Reviewers for Faculty Appointments and Promotions to Senior Faculty Ranks and for Tenure. (see *TJU Faculty Handbook*, Appendix I of Faculty Policies, section 5)

## **8. EVIDENCE FOR ACHIEVEMENT FOR APPOINTMENT, PROMOTION, AND TENURE (SEE APPENDIX)**

All applications for appointment or promotion are reviewed on an individual basis by relevant committees and academic leaders to evaluate whether the candidate's evidence of achievement demonstrates readiness for progression to the next career development milestone as referenced in the Thomas Jefferson University *Faculty Handbook*. The general guidelines and minimum expectations in the appendix are intended to provide context and general guidance for faculty and committee members around how faculty readiness for career development milestones may be determined or evaluated within the disciplines of the college. Minimum criteria define the threshold below which a candidate will not be considered for appointment or promotion – the effort that is necessary but typically insufficient in itself to ensure that the candidate meets the milestone. Meeting minimums or general guidelines **does not guarantee a successful application or eligibility for appointment, promotion, or tenure** as each faculty dossier must be reviewed and evaluated on a holistic basis to determine merit, relevance, and impact in the field, in consideration of whether the candidate meets University milestones.

## **9. COLLEGE-SPECIFIC CONSIDERATIONS OF SABBATICALS AND ACADEMIC LEAVE**

The College of Architecture and the Built Environment follows procedures outlined in the *TJU Faculty Handbook*, section 10.6. Sabbaticals and other academic leaves are determined by available funding and other considerations.

### **9.1 SABBATICALS (SEE APPENDIX)**

The CABA Sabbatical Leave Program supports faculty who will engage in research, practice, creative work, and scholarship in ways that will contribute to the discipline, enrich the individual and advance his/her professional development, and further the mission of the University.

#### **9.1.1 Eligibility**

CABA follows the requirements for eligibility outlined in the *TJU Faculty Handbook*, section 10.6, and the University's Scholarly and Professional Leave Policy.

#### **9.1.2 Process**

Sabbatical applications should include detailed plans describing subject/s of study, research, writing and related travel, and the ways the leave will contribute to the advancement of knowledge and/or the professional development of the faculty member in ways that support the University.

A faculty member's plan must include:

- The scholarship plan (a description of the work to be done during the sabbatical)
- The "replacement" plan (teaching, service, administration, etc.)
- The funding plan (if financial support is needed to perform the scholarly work)
- The anticipated deliverables (and how they impact the College and University strategic plans).

Sabbatical applications are recommended by the college Dean to the Faculty Affairs Committee, which reviews and renders a recommendation to the college Executive Committee. The Provost reviews applications for a University sabbatical leave, factoring the availability of budgetary resources as well as the program criteria.

#### **9.1.3 Schedule (see appendix)**

### **9.2 CABA JUNIOR FACULTY DEVELOPMENT PROGRAM**

CABA junior faculty may request to participate in the CABA Junior Faculty Development Program, which through a one-time teaching load reduction of 3-4 credits, supports junior faculty on the tenure track, teacher-scholar, or practice-scholar track to engage in research, practice, creative work, and scholarship in ways that will contribute to their preparation for promotion and/or tenure.

### **9.2.1 Eligibility**

CABE full-time junior faculty on the tenure track, teacher-scholar, or practice-scholar track who are establishing their research/scholarship/creative work portfolio for promotion and/or tenure are eligible to participate.

### **9.2.2 Process (see appendix)**

A faculty member's plan needs to include:

- The scholarship plan (a description of the work to be done during the semester)
- The "replacement" plan (teaching, service, administration, etc.)
- The funding plan (if financial support is needed to perform the scholarly work)
- The anticipated deliverables (and how they impact the College and University strategic plans)

Applications are reviewed by the CABE Faculty Affairs Committee, which makes a recommendation to the Dean, who makes the final decision subject to availability of resources, college priorities, and merits of proposal among other factors.

### **9.2.3 Schedule (see appendix)**

## **10. CONSIDERATIONS FOR ADJUNCT EMPLOYED FACULTY, NON-EMPLOYED FACULTY, AND OTHER FACULTY**

All faculty are expected to abide by all relevant policies governing the education of CABE students and adhere to all University policies including displaying appropriate professional knowledge of their subject, being effective teachers, and providing a professional, respectful learning environment (see section 10.6).

### **10.1 ADJUNCT EMPLOYED FACULTY**

Typically, adjunct employed faculty are part-time faculty members selected from the professions for their expertise in a particular area and are hired for a specific teaching responsibility on a term basis. Typically, the minimum credential for an adjunct instructor position is a professional degree or a master's degree. Certain appointments may require additional credentials. Exceptions (such as content experts with suitable licensure/certification/experience) may be approved by the Dean.

### **10.2 ADJUNCT EMPLOYED FACULTY WITH ACADEMIC RANK**

Adjunct employed faculty may be considered for academic rank in an appropriate track by the college based on their contributions to the mission of the University and college. The conferral of academic rank for adjunct faculty is subject to college and University policies for a faculty appointment. (see *TJU Faculty Handbook*, sect. 7.7.2. and CABE Supplement appendix)



### **10.3 NON-EMPLOYED FACULTY**

Non-employed faculty, either volunteer faculty or adjunct volunteer faculty, are approved to assist the University with teaching and/or collaborative research endeavors but do not receive compensation. On occasion, the college may consider engaging volunteer faculty to broaden the instruction of CABE students. The Dean will determine an appropriate minimum annual academic contribution. Volunteer faculty appointments may be terminated at the discretion of the Dean and will terminate when the individual is no longer associated with a program in the college or no longer involved in the education of Jefferson's students.

### **10.4 VISITING FACULTY**

Visiting faculty are professionals or academics who are hired on a temporary basis. The minimum credential for a visiting faculty member is a professional degree or a master's degree. Certain appointments may require additional credentials, and exceptions may be approved by the Dean (see appendix).

### **10.5 FACULTY WITH A SECONDARY APPOINTMENT TO THE COLLEGE**

Faculty with a secondary appointment to the College contribute substantively to the academic programs within CABE.

### **10.6 EVALUATION OF TEACHING EFFECTIVENESS OF ADJUNCT FACULTY, VOLUNTEER FACULTY, AND OTHER FACULTY**

CABE recognizes that teaching effectiveness is central to the mission of the college. Evaluation of the teaching effectiveness of adjunct faculty, volunteer faculty, and visiting faculty will be performed by program directors or course coordinators or their designees. (see appendix)

## **11. COLLEGE ADMINISTRATIVE STRUCTURE (SEE APPENDIX)**

### **11.1 ACADEMIC DEPARTMENTS**

The college is organized into individual departments in accordance with the Bylaws and based on affiliated disciplines. Each department is led by a department chair.

### **11.2 ACADEMIC PROGRAMS**

Each department houses one or more disciplines, which may include multiple academic programs. An academic program is defined by a degree. Program directors may lead a disciplinary area and its program(s). Where applicable, associate program directors are responsible for program(s) within a discipline and report to a program director. Assistant program directors are tasked with particular academic responsibilities to support the program director. All academic program directors must be part of the college faculty and report to the appropriate department chair. Department chairs may also hold appointments as program directors.

Program directors may have responsibility for hiring adjunct faculty, expending funds in accordance with the approved budget, and recommending appointments of academic personnel, as directed by the Dean.

Where applicable, course coordinators manage the content of courses across multiple sections of a course or an area of instruction. Course coordinators typically are full-time faculty and report to the appropriate program director.

**11.2.1 Department Chair, Program Director, and Course Coordinator responsibilities  
(See appendix)**

**11.2.2 Each faculty member's appointment is in the College, and is affiliated with one or more programs in the College.**

## **12. FACULTY SUPPORT**

### **12.1. NEW CABE FACULTY ORIENTATION**

The College generally provides an orientation for new CABE faculty (full-time and adjunct), which faculty are expected to attend. The orientation reviews resources available to faculty and general expectations of faculty contributing to CABE's programs.

### **12.2. MENTORSHIP PROGRAMS**

#### **12.2.1. Mentorship Program for Full-time Faculty**

The CABE Mentorship Program is intended to establish a college-wide infrastructure to further the college's philosophy of a culture of mentorship for full-time faculty – from initial appointment through promotion to professor. This program seeks to enhance retention of faculty, expedite orientation of new faculty, support faculty development and academic promotion, and contribute to the intellectual life of the college. In general faculty should have an assigned mentor who is higher in rank and preferably of the same track.

#### **12.2.2. Mentorship Program for Adjunct Faculty**

Adjunct faculty may have a designated academic mentor who typically is the course coordinator or program director.

### **12.3. OTHER RESOURCES FOR FACULTY AND PROFESSIONAL DEVELOPMENT**

Faculty are directed to the policies and procedures of the college related to funds for professional development including conference attendance, books, and supplies. Additionally, the university typically supports intramural grants in research and pedagogy. These competitive grants are administered through the university committees on research and educational resources, respectively.

#### **12.4. COURSE RELEASES FOR RESEARCH**

Full-time faculty may apply for course releases to conduct research/scholarship/creative activity in support of their professional development. The final decision lies with the Dean or a designee in accordance with the approved budget. (See appendix)

### **13. FACULTY AWARDS IN THE COLLEGE OF ARCHITECTURE AND THE BUILT ENVIRONMENT**

#### **13.1 NOMINATION FOR COLLEGE FACULTY AWARDS**

Eligible faculty may be nominated for college awards by the Dean or by the CABE Faculty Affairs Committee. Nominations must be approved by the Executive Committee and Dean prior to submission.

### **14. PROCEDURES FOR ADMINISTRATION OF THE ANNUAL PERFORMANCE REVIEW (APR) (SEE APPENDIX)**

#### **14.1. TIMEFRAME**

The timeframe for the administration of the annual performance evaluation of full-time faculty typically coincides with the fiscal year, July 1 to June 30. Beginning in April, the programs should ensure that faculty are prepared for upcoming annual performance evaluations by requesting updated curricula vitae, portfolios, and other relevant documents. Reviews should occur no later than Sept. 30 for review of the prior fiscal year.

#### **14.2. UNSATISFACTORY EVALUATIONS**

Any annual performance review that is determined by the supervisor to be “unsatisfactory” must be reviewed with the Office of Faculty Affairs. The Office of Faculty Affairs will track compliance with the policy for the annual performance evaluation of faculty.

### **15. ATTENDANCE AT FACULTY MEETINGS AND ACADEMIC EVENTS**

#### **15.1. COLLEGE FACULTY MEETINGS**

Faculty meetings should generally be scheduled on a monthly basis during the fall and spring semesters. Unless excused by the Dean, the full-time College faculty are required to attend these meetings in order to facilitate discussion and general communication regarding the business of the college. The Dean chairs the meeting and sets the agenda with the assistance of the Faculty Advisory Committee. Only faculty identified in the Bylaws as eligible to vote may cast a vote. See Bylaws, Article V(4)(1)(1). Visiting faculty and faculty on sabbatical or other

leaves of absence are invited but not required to attend. Meeting minutes will be taken and made available to faculty members, as appropriate, by posting them digitally, stored in the appropriate Committee folder.

### **15.2. UNIVERSITY-WIDE ACADEMIC EVENTS**

The full-time College faculty are required to attend the annual academic events of the University, including the Convocation and Commencement ceremonies. Faculty who are unable to attend an event must notify the Dean in advance to request permission to be absent.

Faculty are expected to participate in other College events such as Open Houses and Admitted Student Days, Information Sessions, and other recruiting events, alumni receptions, accreditation receptions, and other events as requested by their supervisor or Dean.

## **16. FACULTY WORKLOAD**

The distribution of faculty effort towards mission areas, including assignments to teaching, research, service, and administrative duties, are set by the faculty member's program director, department chair, or Dean based on the needs of the program, college, and University. Faculty in administrative roles serve at the discretion of the Dean. Faculty members with effort on grants or contracts should abide by relevant practices related to effort and the certification of effort.

### **16.1. ADMINISTRATIVE ASSIGNMENTS**

Faculty may serve in administrative roles relevant to the program, department, college, or University. This may include course coordinator, program director, department chair, associate dean, or other administrative roles. Work load adjustments are determined by the program director, department chair, or Dean, and approved by the Dean. (See appendix for roles and responsibilities)

### **16.2. TEACHING AND ADVISING**

#### **16.2.1 Student Advising and Office Hours**

Department chairs and, when appropriate, program directors will assign students to faculty academic advisors. Faculty advisors should monitor their advisees to ensure smooth academic progress, review and sign needed registration forms, and follow up on academic alerts and related issues.

Full-time faculty are required to provide students with detailed information about weekly office hours during the academic year and adhere to the minimum number of weekly hours established by the College. (see appendix)

#### **16.2.2 Timely Completion of Grades and Assessment of Student Learning**

It is essential that faculty complete grades according to established deadlines. All faculty are expected to be knowledgeable about the assessment criteria on which grades are based.

### **16.2.3 Student Complaint and Grade Appeal Procedures**

Faculty must be familiar with student complaint and grade appeal procedures addressed in the college and university Student Handbooks. (see appendix)

### **16.2.4 College Culture Initiatives (see appendix)**

The College will adhere to any requirements of accrediting bodies regarding the learning environment in classrooms and studios and will otherwise maintain a professional and positive atmosphere. Faculty are responsible for distributing related statement and guidelines to students at the beginning of each semester and for ensuring compliance with the statement and guidelines.

## **16.3 UNIVERSITY, COLLEGE, AND PROGRAM SERVICE**

A necessary element to the effective functioning of the community is faculty contribution through service, including but not limited to: service on University, college, and program committees; mentoring students, trainees, and other faculty; service as the advisor for a student group; contributing to community service through a Jefferson sponsored program; participating in peer review; participating in recruiting events; and actively contributing to education and research programs as appropriate to the faculty's area of expertise. All faculty are asked to contribute meaningfully to the University community throughout their time of employment.

### **16.3.1 Accreditation Efforts**

Faculty in professionally-accredited programs are expected to regularly assess, contribute to, and review accreditation requirements and adjust course content under the direction of the program director. Faculty are expected to contribute to an upcoming accreditation as requested by their supervisor.

## **17. PROCEDURES FOR ARRANGING EXTRA-UNIVERSITY ACTIVITIES**

Permission from the faculty member's supervisor must be obtained for the faculty member to participate in activities outside of the faculty member's Jefferson responsibilities. While many of these external activities support the faculty member's career development and enhance the stature and reputation of the program, the supervisor's permission helps ensure that the essential Jefferson related activities of the faculty member and program are covered. Additionally, faculty members engaging in external activities must comply with all other related policies including but not limited to Conflict of Commitment, Conflict of Interest, and Industry Relations.

## **18. REQUEST FOR TIME OFF**

Faculty are expected to be present during the academic year, defined as one week prior to classes beginning in the fall and one week after final exams end in the spring. Exceptions

such as conference presentations, University business travel, and other activities related to professional development must be balanced with teaching and service expectations and must be communicated with and approved by the supervisor. Vacation and personal time or other elective absences shall be taken during regularly scheduled University breaks to ensure that the essential functions of the faculty member and program are covered. In the case of unplanned absences such as related to illness or family emergencies, the faculty member should notify the supervisor of the absence as soon as practicable. As appropriate, the faculty shall assist the supervisor in identifying duties that require coverage.

## **19. CABE STRATEGIC PLAN (SEE APPENDIX)**

The college shall have a Strategic Plan, aligned with the University's vision, mission, and strategic framework. The Dean shall initiate the process for creating and updating the Strategic Plan and involve the faculty appropriately. Faculty are expected to be familiar with the existing Strategic Plan and participate in efforts to revise the Strategic Plan when requested to do so. Departments may develop their own strategic plans, aligned with the college Strategic Plan and approved by the Dean. The College will be guided by the CABE Strategic Plan as amended from time-to-time and approved by the Provost.

## **20. PROCEDURE TO AMEND/UPDATE THE CABE SUPPLEMENT TO THE TJU FACULTY HANDBOOK**

Substantive amendment(s) to the CABE Supplement to the *TJU Faculty Handbook* may be made by the College's Executive Committee after the proposed amendments have been made available to the college's faculty at least 30 days prior to the Executive Committee session when the vote on the proposed amendment(s) will occur. Additionally, non-substantive amendments and amendments deemed necessary by the Dean of the College for accreditation purposes may be made by the Dean of the College after consultation with the Provost (or if the Dean and the Provost are the same person, with the provost staff member primarily responsible for academic affairs). All amendments are subject to the approval of the Provost.