Guidelines and Criteria for Promotion and Tenure
Product Design Program
School of Architecture and Allied Arts University of Oregon

This policy applies to all represented faculty and is intended to comply with all provisions of Article 20 of the CBA. In the event of any discrepancies or inconsistencies, the CBA language applies for represented faculty. This policy also applies to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy.

This policy is focused primarily on the criteria by which faculty are evaluated. Detailed descriptions of the processes by which reviews are conducted are presented in Article 20 of the Collective Bargaining Agreement and in relevant UO policies for unrepresented faculty. Procedures specific to the Product Design Program are presented below. This document will be made available in the program (as well as on the Academic Affairs website).

A. Introduction and Background

The Product Design Program at the University of Oregon offers undergraduate BA/BS programs in Product and Material Studies and BFA programs in Product Design. The program has an enrollment of approximately 20 BFA and 120 BA/BS majors. The curriculum includes studio---, lecture--- and seminar---based instruction.

Faculty members in product design are expected to have a terminal degree in their field. In product design, a master's level degree is considered the terminal degree. Professional accomplishments and practice in product design is highly valued and can be regarded equivalent to a master's level degree.

Program criteria for promotion and tenure acknowledge that product design is a multi---disciplinary profession, inclusive of research, production and exhibition as varied as the disciplines practiced by each designer. Diversity of professional expertise is valued, and the program encourages specialization within an integrative and comprehensive understanding of product design. Excellence is achieved through long---term commitment to the field and is recognized through accumulated acknowledgments of those activities. The work of candidates for promotion and tenure will vary in emphasis between teaching, research, creative practice and professional activity, as will the measures and evidence of their accomplishments.

Faculty in the Product Design Program are evaluated by University standards and measures of academic performance and merit. A research university is distinguished from other institutions of higher learning by its advancement of a discipline or profession through the contribution of new knowledge. The teaching load and research resources are justified by the steady, regular expenditure of time and effort in research and creative work. Accomplishments in the discipline over the course of each year are a primary basis for evaluation and promotion and tenure.

In the following text, "Design" and "Product Design" are used interchangeably.

B.   Annual Reviews

Each tenure-track faculty member who has not received tenure and is not in the process of a tenure review will have an annual review conducted by the program head, usually in mid-April. These annual reviews are written with input from the candidate's senior colleagues and are forwarded to the College. The review is based on the candidate's annual report, which should include the following: (1) a CV, lists of publications and grants, and lists (by year and term) of their courses and committees to date; (2) a narrative description of the candidate's progress during the past year in research, teaching, and service (a brief paragraph for each area will suffice); and (3) a brief description of goals and plans for next year and beyond.

C.   Contract Renewal / Third-Year Review

The candidate's report, containing the items described in Article 20 of the Collective Bargaining Agreement and in relevant UO policies for unrepresented faculty, will be reviewed by Personnel Committee, which will provide a report to the program head. A program vote is held on whether or not to recommend renewal of the contract. Afterwards, a report is written by the program head and provided to the candidate. The file, including any responsive material provided by the candidate within ten days of receipt of the report, is then forwarded for review by the dean and then the provost or designee. A fully satisfactory review indicating that the faculty member is on track towards promotion and tenure will lead to a contract extension up through the tenure and promotion year. If the contract renewal process determines that the faculty member's record is not satisfactory and that promotion and tenure are not likely, the faculty member will be given a one-year, terminal contract. A faculty member may also be given a renewable contract that does not extend to the promotion and tenure year if there are questions as to whether the faculty member will have a record meriting promotion at the end of the tenure and promotion period. In such cases, the faculty member will be required to go through another contract renewal process prior to the promotion and tenure review in order to determine if the faculty member has been able to remedy the shortcomings in the record identified in the contract renewal process.

D.   Review for Promotion and Tenure

These guidelines outline the criteria for promotion and tenure in the Product Design Program. They provide a specific programmatic context within the general university framework for promotion and tenure of faculty. The following criteria are based on faculty performance in teaching, research and service, which are allotted proportional weights of 40 : 40 : 20, respectively.

E.   Teaching (40%)

Most faculty teach both introductory and advanced courses. Faculty are expected to be effective design teachers, able to integrate a range of subjects, and effective specialists, well---founded in the knowledge of a particular curricular area. Most faculty teach both design and a subject area. Interdisciplinary work

with other departments and schools is highly valued.

At the core of the program are the studio courses, in which faculty teach design through a particular design problem defined by the faculty member each term. Class size ranges from 15---25 students and meet between 6 and 12 hours per week. Each student receives intense personal instruction allowing for close interaction and development of comprehensive design solutions to a problem. Faculty must respond to and offer criticism related to the work of each individual student.

Subject courses cover a range of curricular areas within the profession and are conducted in a variety of formats: lectures, labs and seminars, common to the University.

Faculty in Product Design may be responsible for specific studios or labs. Their responsibilities may include maintaining equipment, health and safety issues, teaching proper use of equipment, inventory, and supervising Graduate Teaching Fellows and work study students. This is a major task, which is part of the faculty's contribution as a necessary element of both teaching and service.

Within this structure, teaching loads are substantial. Design studios are 4---6 credit courses and meet 6---12 hours per week. Subject courses are 4 credits, equivalent to University norms in contact time and preparation requirements. In addition, faculty advise and may direct undergraduate theses.

Candidates for promotion to Associate Professor rank with tenure are expected to have demonstrated effectiveness in teaching comprehensiveness and integration in design. In subject teaching, candidates are expected to have demonstrated creative and effective teaching of their subject, developing its content to make connections to the design program and to enhance the curricular area of which it is a part. In addition, candidates for promotion at Professor rank are expected to have demonstrated leadership in a curricular area.

A significant documentation of teaching effectiveness could include, but not be limited to the following:
- Opinions/reviews of other faculty in the Product Design program
- Opinions/reviews of other faculty in the Architecture and Art departments
- National and international juried awards won by students
- National and international juried exhibits earned by students
- Opinions/reviews of students
- Opinions/reviews of alumni
- Specific contributions to the growth and improvement of the curriculum of the Program
- Teaching innovations recognized by the University, faculty, students, or others
- National or University teaching awards

In judging the effectiveness of a candidate's teaching, the Program uses the criteria set forth in the U of O faculty handbook for "The Quality of Teaching."

F. Research and Professional & Creative Practice (40%)

Program criteria for promotion and tenure recognize applications of knowledge through professional design work, experimental design work and the creation of knowledge through traditional research and scholarship. Design works considered for promotion and tenure include mass---produced through non---produced projects completed as professional practice, for commissions, for competitions and for exhibitions. A candidate's contribution to a product design project will often be in collaboration with other professionals. The output and documentation of projects must be considered individually in relation to each candidate's specific area of expertise.

Creative work, research and scholarship considered for promotion and tenure can include a range of publications, studies or demonstrations. Candidates are expected to have made vigorous, effective efforts to advance and communicate the state of knowledge or practice in their area of expertise. The products of research are highly varied, therefore it is not possible to set specific quantitative standards relating to research in product design. Quality of achievement will be measured as the significance or influence of the work for the discipline.

Candidates for promotion to Associate Professor rank with tenure are expected to have demonstrated achievement and promise in their area of research, scholarship or professional expertise. There must be evidence that a candidate's work will provide a foundation for further growth subsequent to tenure and promotion.

Candidates for promotion to Professor rank are expected to have demonstrated leadership and achieved national or international stature in their area or research, scholarship or professional expertise.

There are a variety of opportunities for disseminating research and professional and creative practice to the product design community and the public at the local, regional, national and international levels. Such activities would include, but not be limited to:

- Acceptance in juried design, art and architecture competitions
- Acceptance in juried design, art and architecture exhibitions
- One person or group exhibitions in recognized galleries or museums
- Curating exhibitions
- Invited presentations at colleges and universities
- Invited presentations for the design profession or for industry
- Invitation to residency programs or artist colonies
- Digital & print publication of scholarly books, articles and web content
- Documentation and/or review of work in books, periodicals, web publications and film/video
- Works in progress that can be evaluated by others in the field
- Participation in regional, national or international conferences
- Commissioned work
- Consultative work

- Continual production of designed work
- Licensing of intellectual property
- Patented work
- Research grants

Among other significant supporting data for such activities, the program will consider articles or reviews by critics or professionals in support of work in progress or of exhibitions of finished work, awards and prizes, and clear documentation of an investigation.

Development of research and work facilities may be an important aspect of faculty involvement. Product Designers require highly specialized space and equipment to pursue research and creative work. Because research and creative work facilities for faculty are not available for all faculty on campus, Product Design faculty members personally construct and equip appropriate work space. The investment of time and resources involved in such a project may be considered an important factor in evaluation of faculty research activities.

G. Service (20%)

Service to the University is generally rendered by membership on committees and participation in governance at program, school and University level. However, University level service is not an expectation of untenured faculty. The faculty role in governance of the Product Design program is strong and curriculum matters are decided by the "committee of the whole." Consequently, individual faculty member's depth of participation is vital in their service to the program and school.

In Product Design, service in the immediate and larger community is often closely related to professional growth, scholarship and teaching. Service may include the following but not be limited to:
- Participation in program committees and meetings
- Organizing conferences, workshops, exhibitions, visiting artists and designers
- Advisory role to affiliated student organizations
- Serving on committees or board of local, regional, national or international organizations and publications
- Judging shows and competitions
- Membership in municipal, state and federal art and design commissions
- Leadership in professional organizations
- Developing internship programs
- Developing international or national academic exchange or partnerships
- Development and budget management for sponsored studios or other relationships with external funders

In evaluating service involvement, the Program will consider such points as the extent of the activity, the complexity of the matter handled, and the candidate's participation in the formulation of policies and

procedure with the activity.

Candidates for promotion and tenure are expected to share the service commitments and responsibilities borne by all faculty. Candidates for promotion to Associate Professor rank with tenure are expected to have demonstrated a service contribution to the program. Tenured faculty are expected to have demonstrated a service and leadership contribution to the school, university, profession and/or community.

H. Post-Tenure Review

1. Third-Year Post-Tenure Review

Primary responsibility for the third-year PTR process lies with the program head. The third-year PTR should be commenced by the program head no later than during the Winter term, in order to allow it to be concluded before the end of the candidate's third-year post- tenure. The program head will contact the faculty member and request a CV and personal statement, including a discussion of contributions to institutional equity and inclusion. The program head will add to the evaluative file copies of the faculty member's teaching evaluations received during the period under review, including quantitative summary sheets and signed written evaluations, as well as any peer evaluations of teaching conducted during the review period. Consistent with program policy and practice, the file will be reviewed first by a committee, which will provide a written report to the program head that may be used as received or placed in additional written context by the program head. For associate professors, the report will specifically present an honest appraisal of progress toward a successful review for promotion to full professor. If the faculty member has undergone an earlier sixth-year PTR that resulted in creation of a development plan due to unsatisfactory performance (see discussion of sixth-year PTR, below), the faculty member's success in addressing concerns will be discussed. The report will be signed and dated by the program head and shared with the faculty member, who will also sign and date the report to signify its receipt. The faculty member may provide a written response if they desire within 10 days of receipt of the PTR report; an extension may be granted by mutual agreement between the faculty member and the program head. The report and, if provided, response from the faculty member, will be placed in the faculty member's personnel file as maintained at the unit level.

2. Sixth-Year Post-Tenure Review

The process of the review is described in the Collective Bargaining Agreement, Article 20, or in parallel University policy for unrepresented faculty members. Since the sixth-year PTR is expected to be a deeper review of the faculty member's scholarship, teaching, and service, the Product Design Program expects the candidate to provide a portfolio of publications (or documentation of other scholarship activities) and information regarding service contributions, in addition to the materials called for by CBA/UO policy.

A development plan is required for faculty who are not achieving a satisfactory level of performance. The plan will be developed with appropriate consultation and discussion among the faculty member, the program head, and the dean. Ideally, there will be consensus regarding the development plan, but if

consensus is not possible, a plan receiving the dean's approval will be forwarded to the Provost or designee for review and approval.

If a sixth-year PTR results in creation of a professional development plan, future PTR for the faculty member will include consideration of the extent to which the terms of the development plan have been met. However, progress toward meeting the goals of such a development plan need not and should not be evaluated solely within the context of the PTR process.