

Memorandum of Understanding between  
Portland State University ("University") and the Portland State University Chapter  
of the American Association of University Professors ("PSU-AAUP")  
May 15, 2014

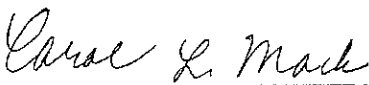
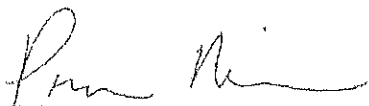
**Toulon School of Urban Studies  
and Planning Guidelines Grievance**

*Recital:*

The Toulon School of Urban Studies and Planning submitted revisions of its School Guidelines (the "Guidelines") to the Office of Academic Affairs (OAA) for approval on or about August 14, 2013. OAA refused to approve those guidelines. PSU-AAUP filed a grievance through Article 28 of the Collective Bargaining Agreement about that refusal on September 24, 2013. The parties were unable to reach a settlement through grievance discussions and PSU-AAUP issued an intent to arbitrate on March 12, 2014. The parties selected Richard Ahearn to arbitrate and the arbitration is scheduled for May 29, 2014.

*The Parties hereby agree:*

1. The University will approve the Guidelines as submitted on August 14, 2013.
2. The University will provide the Association with notice and the opportunity to confer over any proposed changes to provisions of the Guidelines regarding merit pay or teaching load, with the understanding that policies concerning terms and conditions of employment which significantly affect members shall be maintained unless modified by mutual consent, pursuant to Article 8.
3. PSU-AAUP will withdraw the grievance.
4. The parties will pay their respective cancellation fees to the arbitrator.

| For the University   | For PSU-AAUP  |
|--|---|
| <br>Carol Mack, Vice Provost Academic Personnel<br>and Leadership Development | <br>Pam Miller, President |
| 5/15/14<br>Date  | 5-15-14<br>Date   |

# NOHAD A. TOULAN SCHOOL OF URBAN STUDIES AND PLANNING

## Guidelines, Procedures and Operating Rules

|                             |                      |
|-----------------------------|----------------------|
| Date Passed                 | November 1984        |
| Dates Amended               | February 1985        |
|                             | May 1987             |
|                             | October 1990         |
|                             | November 1991        |
|                             | November 1992        |
|                             | November 1993        |
|                             | May 1997             |
|                             | December 1998        |
|                             | May 1999             |
|                             | June 1999            |
|                             | June 2000            |
|                             | April 2001           |
|                             | May 2001             |
|                             | December 2002        |
|                             | June 2007            |
|                             | June 2010            |
|                             | November 2010        |
|                             | August 2012          |
| <i>Date Approved by OAA</i> | <i>November 1984</i> |

## TOULAN SCHOOL OF URBAN STUDIES AND PLANNING

### Guidelines, Procedures and Operating Rules

#### THE TOULAN SCHOOL

The mission of the Nohad A. Toulan School of Urban Studies and Planning (TSUSP) is to assist in the development of healthy communities through an interdisciplinary program of teaching, research and public service. Faculty and students engage the intellectual, policy and practice aspects of urban studies and planning from the local to the international levels and actively participate in the analysis, development and dissemination of the innovations for which Portland and the Northwest are known.

#### I. Definition of Faculty Members

The Toulan School of Urban Studies and Planning (SUSP) is comprised of Regular faculty, and Joint-Appointment, Adjunct, and Affiliated faculty.

##### A. Regular Faculty

1. A Regular faculty member is defined as any person having an annual appointment of at least .50 FTE in the Toulan School at the rank of assistant research professor, associate research professor, full research professor, assistant professor, associate professor, or full professor, or any administrator in the College of Urban and Public Affairs whose faculty appointment is wholly within the Toulan School of Urban Studies and Planning.
2. The duties and responsibilities of Regular faculty are specified in the faculty member's letter of appointment. A Regular faculty member has voting rights in all Toulan School matters.
3. Regular untenured faculty shall be reviewed annually by the TSUSP Faculty Evaluation Committee.
4. When merit funds are available, all regular faculty shall be eligible for review by the Faculty Evaluation Committee.

##### B. Joint-Appointed Faculty

1. A Joint-Appointed faculty member is defined as either:
  - (1) any person, whose qualifications are equivalent to a regular faculty member (as defined above) in TSUSP who carries at least a .50 FTE in the College of Urban and Public Affairs (CUPA) or

(2) any other PSU faculty member who carries less than .50 FTE in CUPA but at least some portion of FTE in TSUSP, and who, by a vote of a majority of voting members of the Toulon School present at a properly constituted Toulon School meeting, is elected to membership or

(3) any other PSU faculty member who is qualified to participate fully in the activities of the Toulon School and who has demonstrated an interest in such participation through substantial involvement in the instructional work of the Toulon School, and who, by a vote of two-thirds majority of the Toulon School present at a properly constituted Toulon School meeting, is elected to membership.

Requests for a Joint-Appointment can be initiated by the individual or by recommendation of a regular faculty member. Requests are reviewed by the Faculty Evaluation Committee prior to being voted on by the faculty. Any faculty member who holds a joint-appointment at the time of the adoption of these guidelines, but who no longer qualifies under the new definition, may retain his/her joint-appointment, or may request affiliated faculty status.

2. Joint-appointed faculty carry all rights and responsibilities of regular faculty, including voting in Toulon School meetings, teaching, student advising and faculty and student committee assignments.
3. The status of joint-appointments in category I.B.1.(3) shall be reviewed annually by the SUSP Faculty Evaluation Committee in consultation with the faculty member to determine if continuation of the joint-appointment is desired by the faculty member and/or SUSP given the faculty member's contributions to the Toulon School in the areas of research, teaching, advising, and participation in student and Toulon School committees. The Faculty Evaluation Committee will make recommendations to the Toulon School faculty for the continuation of such joint appointments.

#### C. Affiliated Faculty

1. An affiliated faculty member is defined as any public or private university faculty member, regardless of rank, or Toulon School FTE, who, by vote of a majority of voting members of the Toulon School present at a properly constituted Toulon School meeting, is extended Affiliated faculty membership in the Toulon School. Requests for Affiliated faculty status can be made by the individual or by recommendation of a regular faculty member. Requests are reviewed by the Faculty Evaluation Committee prior to being voted on by the faculty.
2. Affiliated faculty do not have voting rights or responsibilities relating to Toulon School business.
3. Affiliated faculty shall be reviewed bi-annually by the Faculty Evaluation Committee to evaluate the faculty member's participation and desire to maintain affiliated status. Evaluations shall be based upon the faculty member's contribution to the Toulon School in accordance with the criteria used in promotion and tenure reviews related to teaching, research, and service.

4. Affiliated faculty may serve as members or chairs of student examination or dissertation committees in accordance with Toulon School procedures for such committees. When an Affiliated faculty member is proposed to chair a dissertation committee, the Program Coordinator will refer this request to the Evaluation Committee for a review and recommendation. The Faculty Evaluation Committee will make a recommendation based on the appropriateness of the record of research and scholarly activity.

D. Adjunct Faculty

1. An adjunct faculty member is defined as any person, not associated with a public or private university, who meets the PSU standards for adjunct faculty appointment, and who, by vote of a majority of voting members of the Toulon School present at a properly constituted Toulon School meeting, is extended adjunct faculty status. Requests for adjunct faculty status can be made by the individual or by recommendation of a regular faculty member. Requests are reviewed by the Faculty Evaluation Committee prior to being voted on by the faculty.
2. Adjunct faculty do not have voting rights regarding Toulon School business.
3. The adjunct faculty role is usually limited to teaching specific courses in the Toulon School, but may include serving on student committees, but adjunct faculty may not chair student committees or serve on Toulon School committees.
4. Adjunct faculty shall be reviewed bi-annually by the Faculty Evaluation Committee.

E. Instructors

1. Instructors are individually under contract to the Toulon School to teach specific courses during the academic year.
2. Recommendation to the Director for appointment as instructor can be made by any faculty member or student. The decision to make the appointment shall be made by the Director after due consideration of curricular needs and budget availability.
3. Students or faculty members may challenge the retention of an instructor through communication with the Director. If there is evidence of unsatisfactory performance, the Faculty Evaluation Committee shall be asked to review the matter and make an independent recommendation to the Director.

II. Procedures for the Conduct of Faculty Meetings

Faculty meetings are usually held every third Friday during the academic year with the exception of holidays and vacations. Faculty meetings are chaired by the Director or his/her designee. The Director shall publish a schedule of Toulon School meetings for the year and distribute it among the faculty before the start of Fall term.

Fifty percent (50%) of the regular and joint-appointed faculty members shall constitute a quorum at all faculty meetings. In the absence of special rules to the contrary, Robert's Rules of Order shall govern the proceedings at all SUSP faculty meetings.

### III. Procedures for Amending These By-Laws

Recommendations for by-law amendments may be submitted in writing to all SUSP regular and joint-appointed faculty members at least five days prior to a scheduled faculty meeting. A two-thirds majority vote of those faculty present at a faculty meeting shall be required to adopt an amendment. Adopted amendments shall take effect immediately, after appropriate administrative approval, unless otherwise provided for in the amendment.

## DIRECTOR APPOINTMENTS

### I. USP Director

The Director is appointed for a three-year term by the University President. The Director must nominate to the Dean a candidate for Director by April 15 of the year in which a term expires.

Nominations and applications for Director will be made at the last faculty meeting in March of the year in which the existing term expires. An election by secret ballot will be held the following week if there is more than one candidate. If there are more than two candidates and none receive a majority of the vote, a runoff election will be held between the top two candidates. The winner of the election will be nominated for a three-year term beginning the first day of the following Fall term.

The Director may nominate an Acting Director for up to one term. Any absence of greater than one term will require an election for the nomination of an Acting Director. There will be no limit on the number of terms which a Director may serve.

All persons with a 0.5 FTE in the Toulan School, or joint appointed faculty whose home Academic School is the Toulan School of Urban Studies and Planning (those whose joint appointment is with a research unit) are eligible to vote in elections for Director. In order to be eligible for appointment as Director a faculty member must be tenured and hold the rank of Associate Professor or above by the time of the appointment. The Director is responsible for the administration of Toulan School affairs, including presiding at Toulan School meetings and representing the Toulan School before the College, University, and the community. The Director may designate any member of the faculty as Toulan School representative.

### II. CUS Director

Nominations, including self-nominations, for CUS director, based on written statements by candidates, will take place at the March TSUSP faculty meeting. These nominations shall be shared with the CUPA dean. Eligible candidates are full-time tenured faculty at the time of appointment, with 1.0-FTE in the School. Election, by secret ballot, shall take place at the April meeting two years following the election of the School director. Based on a 12-month contract, the term of the CUS director's appointment is three years, starting July 1<sup>st</sup>, with the possibility of re-election. The election

result serves as a recommendation to the School director, who then appoints the CUS director. The first election of the CUS director shall take place in 2014.

In collaboration with TSUSP faculty and staff, the CUS director is expected to provide leadership and secure funding for research projects from various sources; work with academic and non-academic partners across different units of the University and beyond the University; develop and manage the CUS budget; supervise CUS administrative and research staff; regularly report on the work of CUS at TSUSP faculty meetings; work in close consultation with the School director; advise graduate students; teach undergraduate and graduate courses at a half-time level in TSUSP; and build the reputation of CUS and TSUSP as research entities.

In the event of leave by the CUS director, he/she, together with the School director, shall appoint an interim director. Should the CUS director be unable to serve for more than one year, the TSUSP faculty shall elect a new director following the procedure outlined above.

## ~~TOULAN SCHOOL COMMITTEES~~

- I. The Toulan School has eight standing committees: Faculty Evaluation, MURP Admissions, MUS/PhD. Admissions, Recruitment, Urban Studies Executive, MURP Executive, MRED Joint and Undergraduate Executive committees.
  - A. All committee members are elected by and report to the faculty, unless specified otherwise in these procedures. All committee memberships are for one-year terms, unless specified otherwise in these procedures.
  - B. Faculty membership on committees is determined by vote of the faculty upon the recommendation of the Nominations Committee. The Director solicits faculty to serve on a Nominations Committee at the April Toulan School meeting of the academic year.
  - C. Faculty election to committees takes place at the May faculty meeting.
  - D. Student membership on committees is determined by vote of the respective Toulan School's graduate or undergraduate student association. The student association consists respectively of all admitted and enrolled students in the Community Development Undergraduate program (Undergraduate), the Master in Urban and Regional Planning program (MURP), the Master of Real Estate Development (MRED) and the Master and doctorate in Urban Studies programs (MUS/PhD) in the Toulan School (excluding those who have filed a GO 12 form during spring term).
  - E. The Director shall fill vacancies on committees by appointment, subject to approval of the faculty.
- II. Faculty Evaluation Committee
  - A. Recommendations concerning promotion, tenure, retention, and merit salary increases shall be made to the Director by the Faculty Evaluation Committee.

1. Four faculty shall be elected by secret vote to the Committee for a one-year term by vote of the faculty at the regular Toulon School meeting in May of each academic year. Faculty elected to this committee must be tenured and hold the rank of Associate Professor or above; non-tenured and non-tenurable faculty may not vote on tenure cases. The Toulon School is inherently interdisciplinary and, therefore, when a candidate for promotion or tenure is involved in interdisciplinary teaching and/or research, the Committee may include, at the initiative of that faculty member, an additional faculty representative from a mutually agreed upon second University department or program.
2. For annual reviews of USP faculty with fixed-term appointments, the Committee shall include an additional member holding a fixed-term faculty appointment, elected by the faculty.
3. Student participation in tenure and promotion shall be ensured through public notice and comment and opportunities for oral testimony.

- B. The Committee shall be active until it completes all assignments within the deadlines announced by the Office of Academic Affairs, or until action on all appropriate SUSP matters is completed. In the case of promotion and tenure cases, the work of the newly elected Committee shall begin with the Committee's election at the May meeting of the School so that external reviewers can be chosen and solicited by June 1. Candidates for promotion and tenure will provide the Committee with a narrative of accomplishments, a CV, and an agreed upon number of published materials to be sent to the external reviewers. A more complete file of materials will be submitted by candidates in the Fall term.

### III. MURP Admissions Committee

- A. All recommendations for admission to the Master of Urban and Regional Planning program shall be made to the Director by the MURP Admissions Committee.
  1. Four faculty shall be elected to the committee for a one-year term by vote of the faculty at the last regular Toulon School meeting of the academic year.
  2. Two MURP students shall be elected to the committee for a one-year term by the MURP student association during May of each academic year.
- B. The Committee shall establish criteria to be used in determining suitability of applicants to the program. These criteria should include, but are not limited to, official transcripts of academic performance, letters of reference, and written statements by candidates.

### IV. MUS/PhD. Admissions Committee

- A. This committee makes admissions recommendations for the Urban Studies Ph.D. and MUS programs. The committee also makes reviews new and continuing students for the award of school-sponsored graduate research assistantships.



- B. All recommendations for admission to the Urban Studies Ph.D. degree program and MUS program shall be made to the Director by this Admissions Committee. The MUS/PhD Admissions Committee shall consist of:
1. Two faculty from the Urban Studies Executive Committee.
  2. One student from the Urban Studies Executive Committee.
  3. The Ph.D. Coordinator for the Toulon School.
- C. The Committee shall establish and report to the faculty criteria to be used in determining suitability of applicants to the programs. These criteria should include, but are not limited to, official transcripts of academic performance, letters of reference, graduate record examination scores, and written statements by candidates. The Committee shall also determine, by consulting with other faculty, whether there are faculty in the Toulon School capable of and interested in advising the applicants should they be admitted. The availability of appropriate advisors shall be used as a criterion for admission.
- D. The Committee shall meet to establish review criteria and procedures in January of each year, and will begin the review of applications by February 15 of each year.

V. Recruitment Committee

- A. All recommendations for recruiting students to the various programs of the Toulon School shall be made to the Toulon School Director by the Recruitment Committee.
1. Two faculty shall be elected to the committee for a one-year term by vote of the faculty at the last regular Toulon School meeting of the academic year.
  2. One student shall be appointed by the Toulon School Director to serve on the committee.
- B. The Committee shall design programs to recruit students to the Toulon School, including methods of implementation, and shall monitor and evaluate the Toulon School's recruitment efforts on a continuing basis.

VI. Urban Studies Executive Committee

- A. Oversight of curricula and administration of Urban Studies Ph.D. and Master of Urban Studies (MUS) program activities is vested in an Urban Studies Executive Committee.
- B. This committee includes the Director of the Toulon School of Urban Studies and Planning, three members of the faculty of the Toulon School of Urban Studies and Planning, and two student representatives. The faculty members sit on the committee in staggered terms of three academic years duration. Each year the term of one member will expire. The position will be filled by the election of a member of the faculty of the Toulon School of Urban Studies and Planning. The Nominating Committee will nominate candidates for this election, with the expectation that representation of all Toulon School specializations will be

considered in making nominations, and the expectation that at least one instructor from the Ph.D. core courses will be chosen.

- C. Two students shall be elected to the committee for a one-year term by the MUS/PhD student association during May of each academic year. The students shall be from either the MUS program or the Urban Studies Ph.D. program.
  - D. This committee shall be deemed the committee of origination for all matters pertaining to curriculum development, curriculum review, and administration of Urban Studies Ph.D. and MUS program activities of the Toulon School.
  - E. Recommendations concerning Urban Studies Ph.D. or MUS curricula shall be made to the Director and SUSP faculty, including definition of courses and program requirements.
  - F. A Presiding Officer of the Committee will be elected from among its members at the first meeting of each academic year.
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- G. All members of the faculty of the Toulon School of Urban Studies and Planning will have the privilege of the floor at meetings of the Executive Committee.

#### VII. MURP Executive Committee

- A. All faculty of the Toulon School of Urban Studies and Planning are members of the Planning Division Faculty.
- B. Governance of the Planning Division is vested in the MURP Executive Committee. This committee includes the Director of the Toulon School of Urban Studies and Planning, three members of the faculty of the Urban Studies and Planning, and two student representatives. The faculty members sit on the committee in staggered terms of three academic years duration. Each year the term of one member will expire. The position will be filled by the election of a member of the faculty of the Toulon School of Urban Studies and Planning. The Nominating Committee will nominate candidates for this election.
- C. Two students shall be elected to the committee for a one-year term by the MURP student association during May of the academic year. Student members should be in their second year in the MURP program at a minimum and may be part-time enrolled students.
- D. This committee shall be deemed the committee of origination for all matters pertaining to the faculty governance of the Planning Division (except personnel matters), and advice and consent on all matters pertaining to curriculum development, curriculum review, and administration of the Planning Program and the Master of Urban and Regional Planning degree.
- E. Recommendations concerning Master in Urban and Regional Planning curricula shall be made to the Director and SUSP faculty, including definition of MURP courses and MURP program requirements.
- F. A Presiding Officer of the Committee will be elected from among its members by the members.

- G. All members of the Planning Division Faculty will have the privilege of the floor at meetings of the MURP Executive Committee.

#### VIII. MRED Joint Committee

- A. The Master's in Real Estate Development program is offered jointly by the Toulon School of Urban Studies and Planning and the School of Business Administration. Oversight of the curriculum and administration of the Master's in Real Estate Development program in the Toulon School of Urban Studies and Planning and the School of Business Administration is vested in the Master's in Real Estate Development Joint Committee.
- B. This committee includes two members of the faculty of the Toulon School of Urban Studies and Planning, two members of the faculty of the School of Business Administration and one student representative with the Director of the Toulon School of Urban Studies and Planning or his/her designee and the Dean of the School of Business Administration or his/her designee serving as ex-officio members. Faculty members from the Toulon School of Urban Studies and Planning will sit on the committee in staggered terms of three academic years' duration. Each year the term of one member will expire. The position will be filled by the election of a member of the faculty of the Toulon School of Urban Studies and Planning. The Nominating Committee will nominate candidates for this election.
- C. One student shall be elected to the committee for a one-year term by the Master's in Real Estate Development students during May of each academic year. Student members must be admitted to the Master's in Real Estate Development program and may be part-time enrolled students.
- D. This committee shall be deemed the committee of origination for all matters pertaining to curriculum development, curriculum review and administration of the Master's in Real Estate Development program.
- E. Decisions concerning the Master's in Real Estate Development program shall be recommended to the Director and the Toulon School of Urban Studies and Planning faculty, including definition of Master's in Real Estate Development courses and program requirements.
- F. The committee chair will be elected from among its members at the first meeting of each academic year.
- G. All members of the faculty of the Toulon School of Urban Studies and Planning will have the privilege of the floor at meetings of the Master's in Real Estate Development Joint Committee.

#### IX. Undergraduate Executive Committee

- A. Oversight of the curriculum and administration of undergraduate activities in the Toulon School of Urban Studies and Planning is vested in an Undergraduate Programs Executive Committee. These activities include the Community Development major and minor, Sophomore Inquiry courses, Upper Division Clusters, and Senior Capstones.

- B. This committee includes the Director of the Toulon School of Urban Studies and Planning, three members of the faculty of the Toulon School of Urban Studies and Planning, and two student representatives. The faculty members sit on the committee in staggered terms of three academic years duration. Each year the term of one member will expire. The position will be filled by the election of a member of the faculty of the Toulon School of Urban Studies and Planning. The Nominating Committee will nominate candidates for this election.
- C. Two students shall be elected to the committee for a one-year term by the undergraduate student association during May of each academic year. Student members must be admitted to the Community Development program and may be part-time enrolled students.
- D. This committee shall be deemed the committee of origination for all matters pertaining to curriculum development, curriculum review, and administration of the undergraduate activities of the Toulon School.
- ~~E. Recommendations concerning undergraduate curricula shall be made to the Director and SUSP faculty, including definition of undergraduate courses and undergraduate program requirements.~~
- F. A Presiding Officer of the Committee will be elected from among its members at the first meeting of each academic year.
- G. All members of the faculty of the Toulon School of Urban Studies and Planning will have the privilege of the floor at meetings of the Executive Committee.

X. Student Participation in Toulon School Governance

- A. Three program executive committees, the recruitment committee and the two admission committees of the Toulon School include student members. These members are elected, except for the Recruitment Committee and the Urban Studies Admission Committee, for one-year terms by their respective Toulon School student associations during May of each academic year, as noted in the descriptions of the executive committees above. Students function as full voting members of the committees.
- B. The graduate student association consists of all admitted and enrolled graduate students in the Toulon School. The graduate student association also elects two students, one from MURP and one from the Urban Studies MUS/Ph.D. program, as voting representatives to attend the regular Toulon School faculty meetings. These students are elected for one-year terms during May of class each academic year. They function as observers and represent student viewpoints.
- C. Elections for student representatives will be coordinated by the School Director and his/her designee(s). A call for interested volunteers will be issued no later than April of each year.

TOULAN SCHOOL PROCEDURES

I. Promotion, Tenure, and Approval Reviews

- A. All faculty eligible for promotion, tenure and/or annual review shall be responsible for providing the Faculty Evaluation Committee (FEC) with required information by performing the following actions:
1. preparing and maintaining a complete and current file of evidence of professional activities and achievements, including a current curriculum vitae, in the format required by the University.
  2. preparing a written, self-evaluation report according to the format developed by the Faculty Evaluation Committee.  
  
(for promotion and tenure)
  3. providing the names and addresses of at least four persons outside of the University who can comment on the candidate's professional work and potential as a productive scholar (these persons may be contacted to provide information to the Committee). ~~The faculty member may also provide a list of possible reviewers perceived as negative or biased; although inclusion of a name on this list will not preclude a request for evaluation, the faculty member's exception will be included as a matter of record if an evaluation is requested.~~
  4. (for promotion and tenure)  
testifying before the Committee in support of candidacy. If any of the Preceding actions are not performed to the satisfaction of a majority of the Committee, it may defer action on a candidate's case because of insufficient information.
  5. Faculty on annual tenure appointments must be reviewed after the completion of the first year of their appointment and each subsequent year. In order to assure that candidates have a timely assessment of their progress towards tenure or promotion so as to permit correction of deficiencies, there must be a more substantial review at the end of the third year. The review shall be in accordance with regular Toulon School and University procedures and should specifically evaluate the progress of the faculty member in meeting the standards for the award of tenure and/or promotion; however, reviews prior to the sixth year are normally only for evaluative purposes and do not have to include outside evaluation.
  6. Faculty on fixed term appointments shall be reviewed in accordance with University procedures. Fixed term faculty with instructional responsibilities shall also submit their most recent syllabi and summaries of student course evaluations for each course taught since their last review. In the case of fixed-term research faculty whose salary is completely grant-funded, the principal investigator(s) for the funded grant and one fixed-term research faculty bargaining unit member, elected to serve on the FEC for all fixed-term annual reviews, may serve in place of the FEC. Where no principal supervisor can be identified for such fixed-term faculty, the Director or her/his designee will select a reviewer.
- B. The Committee shall provide timely public notice to all interested faculty and students so they may offer oral and/or written testimony regarding the performance of individual

candidates. Materials submitted by the candidate will be open for review, but not those submitted by other individuals.

- C. At least three additional external reviewers will be selected through consultation of the Director and the chair of the Faculty Evaluation Committee. When a faculty member's research has clear impact on members of the external community, including civic groups, practitioners or others, evidence of the value of this work should be solicited from those most affected. The Director will send the list to the Dean for review and the Dean may add names to the list.
- D. The Faculty Evaluation Committee will select evaluators from the combined list of outside reviewers. In cases when promotion or tenure decisions are deferred, external evaluations may be used in subsequent considerations for a period of three years. The Committee may collect additional relevant information from sources, not limited to the candidate's list of referees, including an invitation to one or more recognized experts in the candidate's professional field to assist in the evaluation.

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- E. The Committee shall make one of four possible promotion and/or tenure decisions (ineligible, deferred, positive recommendation, or negative recommendation) about each faculty member only after a complete review of all available documented information related to her/his or her individual performance.
- F. The Committee shall review the appointments of all adjunct and affiliated faculty bi-annually and make one of two retention decisions: positive recommendation, or negative recommendation. The criteria used to evaluate regular or joint-appointed faculty shall be applied appropriately to affiliated and adjunct faculty (see item I.C.3).
- G. All decisions of the Committee shall require a majority vote of all Committee members; however, no Committee member may vote on her/his own case.
- H. Any faculty member may have the Committee reconsider its decision by submitting a written request to the Committee chairperson and the Toulon School Director within two weeks of receipt of written notice of the Committee's action.
- I. When part of a faculty member's responsibilities include teaching, research, and community outreach, all must meet an acceptable standard of effectiveness. Each faculty member is also expected to contribute to the governance and professionally-related service activities of the University. For detailed criteria, see *PSU Promotion and Tenure Guidelines* (<http://oaa.pdx.edu/PromotionAndTenureGuidelines>).
  - 1. Given the character of the programs in Urban Studies and Planning, within the area of scholarship, faculty will be evaluated for performance on a continuing program of research and creative activities, teaching and curricular activities, and community outreach.
  - 2. Faculty who teach almost exclusively in the MURP program may submit professional reports or planning documents to be considered as part of their research. Such items should represent innovative contributions with a high level of creativity, as judged by the Committee with the aid of outside reviewers.

3. ADD HYPHEN: Fixed-term faculty and faculty primarily in Research and Public Service Units should be evaluated relative to their appointments, as specified in their job descriptions and/or letter of appointment. When applicable, evaluations by the Director of the research or public service unit relative to that person's job description should be a significant part of any deliberations by the FEC. The evaluation for promotion of fixed-term faculty with teaching loads in significantly in excess of the norm for Toulon School tenure track faculty shall place emphasis on teaching quality and the dissemination of innovative and creative approaches to teaching, as judged by the committee with the aid of outside reviewers.
  4. The Evaluation Committee should consider quality as well as quantity in all areas of evaluation. If committee members feel unqualified to judge quality in any area, then they should seek additional information or evaluation by others.
  5. Criteria for evaluating teaching include formal student evaluations of all courses, ~~student-credit-hours-generated, student advising, supervision of exams and theses/dissertations~~ for graduate students, course syllabi, innovations in teaching approaches and curriculum development, and integration of research and service activities into teaching.
- J. During the sixth year of continuous service, fixed term faculty shall be reviewed for eligibility for multi-year appointments. The faculty member may choose to defer this review. The review for eligibility for multi-year appointments is a cumulative review, but is otherwise identical to the annual review. Regardless of the decision regarding eligibility for multi-year appointments, the review shall be developmental in nature.
- K. Adjunct faculty who have taught in the School in at least two terms (excluding summer) during each of the preceding three years shall have the right to be evaluated for eligibility for a two-year appointment. The Director, with input from the FEC, will review cases of adjunct faculty requesting such appointments. The review will be based on a self-appraisal prepared by the adjunct faculty member, and a performance evaluation based on written expectations received at the time of hire that uses multiple sources of evidence: 1) current CV or resume, 2) summary of student evaluations and 3) some combination of the following: review of syllabi and supporting materials, examination of classroom techniques, summary of key activities in the previous year or since the last review, review(s) by peers, letters from individuals with knowledge of the employee's work, publications and/or other creative work.

The recommendations and reviews of the FEC shall be in writing, and shall indicate the extent to which faculty meet the above criteria, including a listing of documented evidence that is in the faculty member's file.

The recommendations of the Faculty Evaluation Committee are forwarded to the Director who shall make her/his own recommendation on each case. Both recommendations are forwarded to the Dean. The Dean may appoint an advisory committee as part of the decision making process at her/his level. Faculty Evaluation Committee recommendations, the Director's recommendation and the Dean's recommendation are then forwarded to the Provost. The four recommendations (FEC, Director, Dean's Advisory Committee, and the Dean) comprise the evidence that is submitted to the

Provost. (NOTE: The Dean's Advisory Committee is not mandatory and serves at the pleasure of the Dean.)

These criteria for measuring faculty performance can be changed only by a majority vote of the faculty at a regularly scheduled, or special faculty meeting.

## II. Merit Salary Recommendations

- A. The Faculty Evaluation Committee makes recommendations on merit salary increases to the Director on the basis of the same criteria used in judgments on promotion and tenure. The Director rather than the FEC evaluates eligible members of the FEC itself and determines appropriate merit increase recommendations.
- B. Merit increases should be clearly based on exemplary performance. Exemplary performance implies activities and achievements beyond regular and competent fulfillment of normal responsibilities. Consideration may be made for a person with consistently good performance who has not been granted merit increases; however, such awards should be based on merit and not on any rotation of awards.
- C. Merit evaluations may take equity into consideration. Lack of merit increases in the past is not sufficient reason for an equity adjustment.

## III. Career Support-Peer Review Process

The purpose of the peer review process is to promote and sustain high standards of performance and professional development for faculty members holding tenured positions in SUSP.

- A. The peer review process must be kept separate from the promotion and tenure process.
- B. Faculty will be reviewed in order of seniority of tenure (not rank). Each individual will be reviewed every three years. Only those faculty members with regular or joint appointments in the Toulan School will be reviewed. In the case of peer review of joint appointments, there shall be consultation with other appropriate Schools or administrative units. Directors are not subject to this peer review process nor may a Director serve as a member of a peer review committee.
- C. The committee for each person being reviewed shall consist of three members: one chosen by the reviewee; one by the Director; and one by the Faculty Evaluation Committee. Should the reviewee fail to select a committee member, the Director shall appoint two members to the committee.
- D. Committee members who are University faculty must hold the rank of Associate Professor or above, and must be tenured. The review committee may include persons from outside the Toulan School and/or qualified persons from outside the University provided they are able to attend committee meetings. One of the three members may be a non-academic professional person from outside the University. The committee shall select its own chairperson. The committee members should be identified and ready to begin the review process within thirty days after the beginning of Fall term.



- E. The composition of the Peer Review Committee may be appealed by the reviewee to the Faculty Evaluation Committee. Any appeal must be made within ten working days of the appointment of the committee, and should demonstrate a reasonable cause for a change in committee membership. If the Faculty Evaluation Committee determines that such reasonable cause exists, it shall recommend a list of three replacement candidates to the Director, who shall appoint replacements.
- F. The reviewee shall furnish the committee with an up-to-date resume, a narrative review of past accomplishments (or the completed form developed by the Faculty Evaluation Committee), and her/his plan for the future. All materials should be in the possession of the committee one week prior to the first meeting of the committee, which will take place no later than six weeks after the beginning of Fall term. The initial meeting between the committee and the reviewee will be confidential and informal, as specified in the current collective bargaining agreement.
- G. Further meetings will be held in accord with the procedures specified in the current collective bargaining agreement.
- H. The Toulon School recognizes the unique contribution of faculty members, and the potentially diverse criteria upon which individuals might be reviewed. The criteria utilized to determine promotion, tenure, and merit pay by the Faculty Evaluation Committee, as well as the unique strengths of each individual, will be considered in reviewing past accomplishments and plans for future development. The committee may request additional information, and will consider the testimony of peers requested by either the committee or the reviewee.

#### IV. Faculty Teaching Loads

- A. The standard teaching load for regular faculty in the Toulon School of Urban Studies and Planning shall be 21 credits per year (not including Reading and Conference courses). This load is established taking into account the predominance of research in graduate programs.
- B. Faculty may be released from up to 3 credit hours per year by the Director for exceeding the Toulon School's minimum standard of publication. The Director's decision will be based upon the Toulon School's teaching obligations for the current year. The decision may be appealed to the Faculty Evaluation Committee.
- C. Faculty shall be released from 12 credit hours per year for assuming the position of Director.
- D. At the Director's discretion, first-year tenure track faculty may be released from 6 credit hours at some time in their first 4 years to promote scholarly development.
- E. Faculty shall be released from 3 credit hours for each 0.12 annual FTE that is released by funded research projects.

#### V. Scholarly Agendas

- A. The scholarly agenda is a planning tool through which individual faculty members articulate issues and topics of scholarly interest and describe the ways in which they will

approach these topics through a variety of forms of scholarship. The Director of the Toulan School will advise in the development of scholarly agendas and seek to coordinate agendas with the Toulan School mission and responsibilities.

- B. Agendas are to be prepared by all faculty with at least .50 FTE in the Toulan School; administrators with their academic appointment in the Toulan School; and other persons whose tenure or academic appointment is in the Toulan School. Joint appointed faculty who do not fall in the above categories are requested to share the agendas they develop for their home Schools.
- C. Untenured faculty should revisit and update their scholarly agendas at three-year intervals, and tenured faculty at three-year intervals coordinated with the peer review cycle.

## VI. Faculty Recruitment Procedures

- A. When the Toulan School has the opportunity to hire for a tenure-track or tenured position, the Director will ask for nominations for a Search Committee. From these nominees, at least two members of the faculty and at least one student admitted to one of the Toulan School's degree programs will be selected. The Search Committee develops a position description in consultation with the Director and the other members of the faculty; publicizes the position; screens applications and solicits input about preferred finalists; organizes appropriate campus visits for finalists; solicits input following campus visits and analyzes the strengths and weaknesses of candidates; and makes recommendations to the faculty. The faculty and student representatives to the faculty meeting then consider these recommendations and rank the preferred candidates. Candidate ranking will be accomplished by a vote of qualified faculty and student representatives. Votes will be cast by secret ballot.

## OTHER SCHOOL GUIDELINES

### I. Travel Funds

Priority for the award of travel funds shall be given to 1) faculty members presenting papers at national or regional conferences; 2) Toulan School representation on committee and boards of national and regional academic or professional organizations; 3) faculty participation as discussant or panel member at national and regional conferences; 4) Toulan School representation at appropriate national academic or professional conferences or meetings; 5) student participation as presenter, panel member, or officer at a national, regional, or state conference or association; and 6) individual faculty or student attendance at a national, regional, or state conference or association.

### II. Summer Session Teaching

Summer Session teaching shall be allocated by the Director as evenly as possible among all willing faculty candidates. Should it ever occur that there are fewer faculty members desiring to teach than there are funds, then the remaining funds should be allocated to graduate students who desire to teach, and who have completed at least 27 hours of graduate study. This process should normally occur in the Fall of each year. Information on Summer Session teaching opportunities shall be made available to all faculty members as soon as it is available.

Approved by Toulan School of Urban Studies and Planning

\_\_\_\_\_  
[Director or equivalent signature]

\_\_\_\_\_  
[date]

Approved by College of Urban and Public Affairs

\_\_\_\_\_  
[Dean or equivalent signature]

\_\_\_\_\_  
[date]

Approved by Office of Academic Affairs

*Carol L. Mack*

*5/15/14*

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[Provost or equivalent signature]

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[date]