

## INTRODUCTION

The Department of Urban and Regional Planning follows the process for Reappointment, Tenure and Promotion as outlined in the College of Architecture and Planning Bylaws. The list below serves as an addendum to the College guidelines, specifically for the Department of Urban and Regional Planning, presenting more detailed criteria and indicators of meritorious and excellent performance for faculty in this department. It also distinguishes between criteria evaluation for promotion to Associate Professor with tenure and criteria evaluation for promotion to Full Professor. RTP actions are based on an evaluation of the record as presented in the candidate's dossier.

In measuring the performance of candidates for reappointment, promotion and tenure who worked previously in academic positions at other institutions, consideration will be given to their records of teaching, research and service both while at University of Colorado Denver and at the previous institution(s). However, a high level of performance at the previous institution alone is not sufficient for reappointment, promotion and tenure. Rather, candidates seeking tenure or promotion are expected to show continued levels of productivity at their current position. This policy, while acknowledging consideration of past academic work, will in no way preclude the consideration of hires with tenure.

All evaluation processes, criteria, and standards shall continue to be consistent with the university policies as listed in APS 1022 (<https://www.cu.edu/ope/aps/1022>).

Candidates for tenure and promotion to Associate Professor Rank are expected to have demonstrated, at a minimum, 1) meritorious or excellent performance in each of the three areas of teaching, scholarly/creative work, and leadership and service (to the University, profession and/or public) and 2) demonstrated excellence in either teaching or scholarly/creative work.

Candidates for promotion to Professor Rank are expected to have demonstrated leadership and achieved national and/or international stature in their area of research/creative work. Blind peer-review is intended to play a critical role in evaluating whether candidates have attained this level of leadership and stature.

Below is the addendum of detailed RTP criteria.

## TEACHING

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Candidates for promotion to Associate Professor Rank with tenure are expected to have demonstrated effective and creative teaching including the ability to develop relevant and engaging classes and curricula. Candidates for promotion to Professor Rank are expected to continually enhance and improve their teaching and the relevance of that instruction to professional practice and scholarship in a way that demonstrates leadership in the discipline.

The Department awards the designation of excellence to teachers who excel at most if not all of the teaching duties outlined above. In addition, and in accordance with Regent Policy 5D, "a recommendation of tenure based on excellence in teaching work shall include multiple measures of teaching evaluation and demonstrated achievement at the campus, local, national, and/or international level which furthers the practice and/or scholarship of teaching and learning beyond one's immediate instructional setting."

## EXAMPLES OF MERITORIOUS/EXCELLENT INDICATORS | DEPARTMENT OF URBAN AND REGIONAL PLANNING: ADDENDUM TO COLLEGE OF ARCHITECTURE AND PLANNING BYLAWS

To be excellent in teaching for tenure/promotion, a candidate needs to demonstrate significant academic or pedagogical impact. The excellence distinction will be given to those candidates who demonstrate truly superior commitment to and success in teaching. Such candidates are thought of as outstanding teachers who are recognized by both students and faculty as having a significant impact on teaching at CU Denver and beyond. Indicators of Excellent teaching may include several of, but are not limited, to the bulleted items listed below under “Excellent.”

### **Meritorious**

- Successful teaching as evidenced by FCQ scores/narrative comments, syllabi, assignments, and evaluation of student performance through learning outcomes.
- Participation in program decision-making, program accreditation and assessment efforts, and occasional guest lecturing.
- Reasonable record of advising and interacting with students in a way that is collegial, supportive, and respectful.
- Supervising or providing subject matter expertise to independent studies, capstones, and theses/dissertations.
- Engagement in activities that contribute to personal growth/enhancement of teaching/learning.
- Teaching cross-listed courses or co-teaching across departments and/or colleges.
- Co-teaching with professionals who bring significant off-campus experience to the classroom.
- Use of field trips, client meetings and other activities in classes that get students out the traditional classroom while enhancing instruction.

### **Excellent**

- Sustained record of successful, impactful and/or innovative teaching as evidenced by FCQ scores/narrative comments, syllabi, assignments, evaluation of student performance through learning outcomes, and/or teaching awards from college, university or professional associations.
- Responsibility for program areas, leadership in program accreditation and assessment efforts, and regular guest lecturing.
- Sustained and exemplary record advising and interacting with students in a way that is collegial, supportive, and respectful.
- Successful application of information gained through professional development activities to personal growth/enhancement of teaching/learning.
- Activities which demonstrate academic and pedagogical impact beyond the candidate’s immediate instructional setting, which include but are not limited to:
  - Public lectures and workshops or class visit to other universities.
  - Service-learning projects of high pedagogical value, whether through formal course delivery or alternative means, including incorporation of significant community engagement activities in classes.
  - Developing or applying experiential learning approaches for students, including opportunities and procedures for interactions with external professionals and institutions in the context of a course or independent study.
  - Organizing and programming experiential learning opportunities for students.
  - Publications and presentations on any of the previous four bullet points, or any other aspect of pedagogy, through books, journal articles, conferences, or online media.

- Sustained and exemplary record of supervision of multiple independent studies, capstones, internships for credit, and theses/dissertations that resulted in passing grades and professional outputs such as publications.
- Extended mentorship of undergraduate and graduate students beyond thesis/dissertation supervision, including career counselling and co-authorship of manuscripts and proposals.

### **SCHOLARLY/CREATIVE WORK**

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Candidates for promotion to Associate Professor Rank with tenure are expected to have demonstrated a strong record of research, peer-reviewed publications, and grant funding. Candidates for promotion to Professor Rank are expected to demonstrate a high level of prominence and impact in their scholarship through high-profile publications and grants.

#### **Meritorious**

- Productive peer-reviewed research trajectory as evidenced by journal articles, books, and/or book chapters.
- Record of internal funding secured and/or applications for competitive external funding.
- Regular presentations at local and/or regional events or conferences.
- Activity in non-peer-reviewed research dissemination and translation with public relevance and reach, such as professional reports, editorials, and popular magazine articles.

#### **Excellent**

- Sustained, significant, and impactful peer-reviewed research trajectory as evidenced by journal articles, books, book chapters, press coverage, and/or research awards.
- Successful record of competitive external funding received.
- Regular presentations at significant, peer-reviewed national/international conferences including invited lectures.
- Sustained and significant activity in non-peer-reviewed research dissemination and translation with significant public relevance and reach, such as professional reports, editorials, and popular magazine articles.

## **LEADERSHIP AND SERVICE**

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Candidates for promotion to Associate Professor Rank with tenure are expected to have demonstrated a range of leadership and service activities at the university and with relevant professional or academic organizations/ endeavors. Candidates for promotion to Professor Rank are expected to continue a diverse leadership and service portfolio while adopting more prominent service leadership roles in the university or in external organizations.

### **Meritorious**

- Regular participation in standing or ad-hoc committees and task forces at the department, college and/or campus/university system levels.
- Regular participation in departmental activities such as admissions, curriculum planning, and strategic planning.
- Regular participation in professional and/or community service activities, including participating in civic/professional organizations, boards, initiatives, commissions, and working groups, in addition to giving lectures or tours for community members.
- Regular participation in external academic service activities, including manuscript/grant/book reviews and service on academic organization boards.
- Successful undertaking of administrative duties including serving as program director or department chair.
- Regular attendance at commencement in regalia.

### **Excellent**

- Record of service to department, college, and/or university that goes beyond meritorious expectations, including major committee leadership, lead authorship of major reports or documents, leadership roles in accreditation activities, and chairing search committees.
- Record of service to profession and community that goes beyond meritorious expectations, including activities such as chairing committees, organizing professional meetings or workshops, extensively delivering invited presentations, leading task forces, lead-authoring major documents, or developing major partnerships.
- Record of participation in external academic service activities that goes beyond meritorious expectation, including chairing academic organization committees, serving as an external accreditor, conference development/management, and/or journal editorships/editorial boards.
- Service-related award(s) and honor(s) from professional organizations or from the department, college, university, or community.
- Successful undertaking of long-term administrative duties, including serving as program director or department chair, resulting in significant programmatic advancements or initiatives.