TENURE GUIDELINES: DEPARTMENT OF LANDSCAPE ARCHITECTURE

The road to tenure in the Department of Landscape Architecture follows the procedures specified in the document, *Faculty Policy and Procedures*. Chapter 7, in particular, describes the requirements for guidance, mentoring, and evaluation of probationary faculty as they advance to achieve tenure. This document explains how Landscape Architecture implements the tenure procedures.

**Faculty Division Affiliation**

Faculty members in the Department of Landscape Architecture may belong to any one of the four Faculty Divisions. It is important that each new assistant professor chooses the one whose members will be best able to evaluate her/his credentials.

A new faculty member should declare her/his affiliation within the first semester of arriving on campus. The advice of the Department Chair and the members of the individual’s Mentor Committee are often helpful in making this decision. A faculty member may change affiliations prior to initiating the Divisional Committee review stage of the tenure process; it is important to do so at least one year before the anticipated review.

Candidates are advised to become familiar with the Division's tenure criteria and requirements in order to start building a package as soon as possible.

**Criteria for Promotion to Tenure**

The tenure guidelines used by each Divisional Committee are posted on the Secretary of the Faculty website under the Faculty Division links. Although the emphasis may differ slightly, the promotion-to-tenure criteria of all four Divisions include having achieved excellence and productivity in the areas of scholarship and teaching, and in service to the University, the candidate’s profession, and/or the public. A successful candidate will have achieved a national reputation and recognition, and be able to demonstrate the likelihood of continued productivity in the years to come.

Specifically, the Department expects a successful candidate to demonstrate:

- A body of work centered on a particular area of expertise
- National recognition for excellence in scholarship or instruction and significant contributions to her/his academic field (and in Extension if the candidate has an Extension appointment)
- Excellence in classroom and/or studio teaching
- Evidence of the likelihood of continued productivity and intellectual vitality in the years to come.
An integrated program linking her/his scholarship with instructional and mentoring activities within the department’s graduate, undergraduate, and service missions.

In addition to contributions to related disciplines (if appropriate), contributions to the discipline of landscape architecture through organizations such as the Council of Educators in Landscape Architecture (CELA) and the local, state, and national chapters of the American Society of Landscape Architecture (ASLA).

A strong record of applying for and obtaining internal and external grants to fund research, scholarship or teaching.

The ability to attract graduate students from within the department and UW-Madison, and from other campuses across the nation and worldwide; and to successfully mentor students through their academic careers and beyond.

Contributions to department service. Although it is not expected that a probationary candidate is as active on committees or in serving other department needs as tenured faculty, he/she must demonstrate a history of involvement with department interests and the potential to lead committees and other department activities.

Successful completion of expectations noted in her/his initial appointment letter, or modifications thereof, as agreed to by the executive committee and the candidate.

On rare occasions, a candidate may achieve the department’s endorsement of promotion to tenure if he/she has outstanding accomplishments in either scholarship or teaching, a good performance in the other, and otherwise meets department expectations.

The indicators to be used to demonstrate excellence will vary according to the candidate’s Faculty Divisional affiliation, academic discipline, appointment expectations, and appointment split. Examples include but are not limited to:

- Peer Review Professional Journal Publications
- Books, Book Chapters, Monographs
- Computer Software
- Lectures and Scholarly Papers Presented to Academic and Professional Peers (Especially when such papers are published in conference proceedings)
- Service on Panels, Juries, Professional Consultancies
- Juried Exhibitions of Artistic Expressions or Designs
- Collections and Archives
- Media Appearances with regard to Professional Expertise
- Expert Testimony before a Government Body
- Public Outreach Lectures, Workshops, Design Consultancies etc.
- Service for Professional Organizations (Serving as an officer or member of an editorial board, organizing conferences, etc.)
- Outstanding Teaching Evaluations from Students and Peer Reviewers (or the public, in the case of outreach teaching, or for Extension, if relevant)
- Creation of New Courses or Substantial Modifications of Existing Courses
Mentor Committee

The purpose of the mentor committee is to provide guidance to, address questions from, and, in some cases, advocate on behalf of, a candidate during the probationary period. The committee also assists the candidate to prepare summary materials for the annual Executive Committee reviews. The Mentor Committee is not a tenure review committee; the Executive Committee performs that function. However, it can be helpful to the candidate if the Mentor Committee provides constructive critiques.

The mentor committee will consist of three members, at least two of whom are members of the Executive Committee. At least one member should be from the Faculty Division to which the candidate belongs. It is also helpful to include at least one member who has served on the Divisional Committee in the past, and/or a member from outside of the Department.

The committee should meet at least once each semester throughout the probationary period, and provide summary minutes of each meeting to the candidate, the Department Chair and the Executive Committee. In addition the Committee will prepare an annual report on the candidate’s work for the Executive Committee at the time of each review.

It is strongly advised that, in preparing a record of accomplishments for discussion at each meeting, the candidate follow the format of the dossier required by the tenure guidelines of the Division of which he/she is a member. Doing so helps a candidate become familiar with the materials that will be required for the Divisional Committee review, and provides a system for accumulating and documenting evidence of meeting the tenure criteria.

Executive Committee Review

The Executive Committee serves as the tenure review committee with the responsibility to act on the renewal of a probationary candidate’s contract at the end of the second year of the initial 3-year contract, as well as at the end of each year during the remaining years of the candidate’s tenure clock. Up until the 6th year of the tenure clock, the decisions include contract extensions for a specified period (usually one year), promotion, or non-renewal. In the 6th year of the tenure clock, the available options are promotion or non-renewal.

A candidate may request to be formally considered for promotion to tenure at any time during the probationary period.

Should the Executive Committee decide to renew a contract for more than one year, the annual review will serve to provide feedback on her/his progress to date.
For purposes of each review, the candidate will make a formal presentation and provide materials describing her/his scholarship, teaching, and service activities to date.

Especially in the 6th year of the tenure clock, the Executive Committee may choose to solicit comments from external reviewers before taking a final promotion vote. In such cases the Committee follows the guidance and rules of the candidate’s Faculty Division to identify and contact reviewers. Should the outcome of the vote be in favor of promotion, the letters will become part of the candidate’s tenure packet.

The candidate may provide a written response to each review; the responses become part of the candidate’s file.

Promotion requires a majority vote of the Executive Committee.

Appeals Procedure

The procedures for appealing a nonrenewal decision are found in Faculty Policies and Procedures Chapter 7.