College of the Arts
School of Architecture and Design
Criteria for Appointment to Graduate Faculty

Graduate School Preamble

The primary criterion for Graduate Faculty membership is a consistent record of significant scholarly activities. Typically, such activities are evidenced by peer-reviewed publications such as papers in professional journals or in refereed conference proceedings, books, or book chapters by scholarly publishers, or creative works published in appropriate venues or awards for creative work.

Acknowledging that the nature of scholarly activities recognized within the academic community varies among academic disciplines, the Graduate Council is informed in its membership decisions by the specific guidelines developed by each academic college and approved by the Council.

Activities

The faculty member must hold a terminal degree and provide evidence of significant and consistent record of intellectual contributions for consideration for Graduate Faculty Appointment. All forms of intellectual contributions, both traditional forms of academic research and scholarly activity, and those specific to architecture and design are encouraged. Of specific interest in architecture and design are venues for projects, designs, design pedagogies, and other creative works and activities.

Each applicant must demonstrate at least three (3) substantial works or one (1) major scholarly work such as a book (not including a textbook) or major project in a five (5) year period. Substantial and major is defined as works or activities that undergo recognized peer review. That is the evaluation of academic or professional work by others working in the same field. This process is selective and competitive and performed by recognized academic, professional, or governmental organizations in the discipline. These include editorial and exhibition boards, publishers, awards, juries, refereed panels and conferences, reviewed invitations, granting agencies, and other means of external review. Each applicant must demonstrate work from at least two of the following forms:

Substantial work is selectively and competitively reviewed in the following forms:

- Books, monographs, projects, etc.
- Journals, papers, exhibitions, etc.
- Projects, competitions, designs, etc.
- Grants, endowments, awards, etc.
- Presentations, panels, etc.
- Honors, awards, prizes, etc.

Additional evidence of consistent scholarly activities and contributions may include the following:

- Textbooks, book reviews, abstracts, etc.
- Projects, creative work, brochures, etc.
- Contracts, allocations, internal grants, etc.
- Presentations, invitations, posters, etc.
- Conducting professional continuing education seminars, etc.
- Professional activities, involvement in professional organizations, offices held, participation in panels, reviewer or editor for professional journals, juror for design awards, etc.
Categories

Graduate Faculty membership is more specifically categorized into two levels. The distinction between the two tiers will be evaluated on the quality of research produced based mainly on the selectivity of venue.

Level One: Faculty teaching courses at the graduate level must be designated Level One. They must fulfill the activities set forth for all Graduate Faculty in the School of Architecture and Design with the following criteria:

- The applicant must provide evidence that the scholarly or creative activity has been peer reviewed in some manner.

Level Two: Faculty designated Level Two are eligible to teach courses at the Graduate Level, and to chair an Architectural Thesis committee (ARCH599). They must fulfill the activities set forth for all Graduate Faculty in the School of Architecture and Design and adhere to the following selectivity criteria.

- The applicant must provide evidence that the scholarly or creative activity has been peer reviewed, or double blind peer reviewed.
- Consideration will be given to highly selective recognition if the applicant provides evidence for the application/acceptance ratio, public impact, or other high selectivity rationale.
- Consideration will be given to citations by others of your research that may include publication or exhibition of creative activities in popular and professional venues.
Graduate Faculty Guidelines Tier 1: Masters Level

Criteria for Graduate Faculty Tier 1 membership in the College of the Arts include a consistent record of creative/scholarly activities, a terminal degree, and excellence in teaching and service.

The handbook of the National Association of Schools of Music (the music accrediting agency) notes: “Over reliance on quantitative measures is inconsistent with the pursuit of quality in the arts. The higher the level of achievement, the more strongly this pertains.” Therefore, judging the merit of one’s work based on a few inflexible criteria—i.e., “books published by scholarly publishers”—is not, in itself, sufficient for a proper evaluation of a candidate’s creative/scholarly output in the musical arts. Likewise, to state that a performance out of state necessarily has more artistic merit than a performance in the region can over-simplify an evaluation process that requires a more nuanced approach and a deeper examination of the work. All work that meets the criteria below must be carefully judged on a case-by-case basis to determine its value in the Graduate Faculty membership application process. Determining the merit of a concert, performance, release of a recording, CD, DVD, books, articles conference presentation, etc., is best made with input by the applicant’s peers from his/her own discipline.

For purposes of Graduate Faculty Tier one (Masters) membership, the criteria below—not in order of importance—are applicable to all music faculty. Other accomplishments not listed below should be accepted on a case-by-case basis.

- Public performances
- Published articles
- Published chapters of books
- Published books
- Publication of papers in official conference proceedings
- Presentations or performances at meetings of professional organizations
- Published reviews
- Performances or the publication of compositions
- Participation and leadership in workshops, seminars, conferences, adjudication, pedagogical activities, scholarly editorial work, etc.
- Affiliation with professional/scholarly organizations
- Publication of encyclopedic entries
- Publication of transcriptions
- Development of software or Internet resources, etc.
- Production/release of DVD, CD, or other media
- Compositions used in television, film, and other media
- Roles in musical productions (ex. singer, director, conductor, etc.)
- Recognition by professional or scholarly organizations

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Graduate Faculty Guidelines Tier 2: Doctoral Level

Criteria for Graduate Faculty Tier 2 membership in the College of the Arts include a consistent record of creative/scholarly activities and a terminal degree.

The handbook of the National Association of Schools of Music (the music accrediting agency) notes: “Over reliance on quantitative measures is inconsistent with the pursuit of quality in the arts. The higher the level of achievement, the more strongly this pertains.” Therefore, judging the merit of one’s work based on a few inflexible criteria—i.e. “books published by scholarly publishers”—is not, in itself, sufficient for a proper evaluation of a candidate’s creative/scholarly output in the musical arts. Likewise, to state that a performance out of state necessarily has more artistic merit than a performance in the region can over-simplify an evaluation process that requires a more nuanced approach and a deeper examination of the work. All work that meets the criteria below must be carefully judged on a case-by-case basis to determine its value in the Graduate Faculty membership application process. Determining the merit of a concert, performance, release of a recording, CD, DVD, books, articles conference presentation, etc., is best made with input by the applicant’s peers from his/her own discipline.

For purposes of Graduate Faculty Tier Two (doctoral) membership, the criteria below—not in order of importance—are applicable to all music faculty. Other accomplishments not listed below should be accepted on a case-by-case basis.

- Books, book chapters, encyclopedic entries, articles, or reviews published through a peer-reviewed process
- Scholarly articles or reviews published in professional performance or recording publications; quality online publications are included
- Scholarly editorial work in a peer reviewed journal or book, or professional performance or recording publication
- Published papers in official conference proceedings
- Invited presentations at a substantial and recognized professional organization
- Compositions or transcriptions published by a recognized and reputable publishing house
- Performances of compositions by scholarly, academic, or professional performing organizations
- Compositions used in television, film, recording, and in other media etc.
- Public performances: invited performing artist/directing/conducting at academic or professional venues.
- Recordings released by a recognized and reputable recording label/online distribution service/other media.
- Artist fellowship awards by reputable and recognized professional organizations.
- Participation and leadership in workshops, seminars, conferences, adjudication, pedagogical activities, etc., at recognized scholarly or professional organizations
- Development of scholarly or educational software or internet resources, etc.