

# **POLICY REVIEW SUPPLEMENTAL INFORMATION**

## **GENERAL INFORMATION**

Insert on Cover (Campus Map, Program Brochures)

Itinerary

Matrix

Programs of Study

Floor Plans Showing Location of Work (*also in team room*)

## **SUPPLEMENTAL INFORMATION**

Studio Culture Policy (*hard copy in team room and displayed in studios and corridors*)

Self-Assessment

Personnel Policies

- Affirmative Action and Diversity

- Tenure + Promotion Manual (*hard copy in team room*)

- Faculty Handbook

Human Resources and Diversity

Space and Student to Faculty Ratios

Admission Requirements

Advising Policies

Digital Media

Academic Integrity

Library and Other Resources

Information Literacy

## **Self Assessment**

The September 2012 Document follows this page.

## **Personnel Policies**

### **Affirmative Action and Diversity**

<http://www.memphis.edu/affirmact/>

Copies of past position advertisements follow this page.

### **Tenure + Promotion Manual**

Hard Copy in Team Room

On-line Copy

<http://www.memphis.edu/facres/pdfs/arch.pdf>

### **Faculty Handbook**

[http://www.memphis.edu/facres/pdfs/faculty\\_handbook\\_2011.pdf](http://www.memphis.edu/facres/pdfs/faculty_handbook_2011.pdf)

Chapter One: Introduction and Organization

Chapter Two: Academic Freedom and Faculty Roles

Chapter Three: Faculty Personnel Policies

Chapter Four: Tenure and Promotion

Chapter Five: Instruction

Chapter Six: Research and Service

Chapter Seven: Professional Development and Awards

Chapter Eight: Salary, Leave and Economic Benefits

Chapter Nine: University Facilities and Benefits

*These are bookmarked on the Team Room computers.*

## Human Resources and Diversity

The University of Memphis is committed to Equal Employment Opportunity and Affirmative Action for faculty, staff, and students. The Office of Diversity, Equal Opportunity and Affirmative Action oversees the various plans and ensures compliance. It also oversees these key policy areas: Equal Employment Opportunity, Affirmative Action, Discrimination and Nepotism; Policy on Sexual Orientation; Harassment: Sexual and Racial; Recruitment, Application, and Selection of Faculty; and Advertising and Hiring for Non-Faculty Position Openings. The website for this office is <http://www.memphis.edu/affirmact/>.

### Human Resource Development

The 2011 University of Memphis Faculty Handbook provides a description of policies, procedures, benefits, and other materials important to human resource development. The Handbook contains the following chapters: Introduction and Organization; Academic Freedom and Faculty Roles; Faculty Personnel Policies; Tenure and Promotion; Instruction; Research and Service; Professional Development and Awards; Salary, Leave and Economic Benefits; University Facilities and Benefits; and Appendices. A copy of the handbook may be found at [http://www.memphis.edu/facres/pdfs/faculty\\_handbook\\_2011.pdf](http://www.memphis.edu/facres/pdfs/faculty_handbook_2011.pdf).

As described in the Faculty Handbook, the University of Memphis is committed to providing a variety of meaningful learning opportunities. Faculty members are encouraged to apply for sabbaticals (professional development assignments), either for a one semester (full pay) or one academic year (half pay) leave. The University offers tuition reimbursement for appropriate coursework and faculty members are also eligible to participate in various workshops and seminars offered through the University. The University also covers the annual costs of the \$400 professional privilege tax for faculty members registered in Tennessee. Details may be found at <http://www.memphis.edu/facres/>.

The Department of Architecture grants course release time and several faculty members have taken advantage of that. Most recently, this was done so additional time could be spent on the development of the TERRA sustainable design demonstration house. Faculty members may apply for leave of either one semester or one year to pursue research and professional development opportunities. However, no faculty member in the Department of Architecture has taken advantage of sabbatical opportunities in recent years, primarily due to the commitment to improve the BFA in Architecture degree program and to work towards the accreditation of the Master of Architecture degree.

The Department regularly provides funding assistance for travel to appropriate conferences, such as ACSA and AIA. Faculty members presenting papers or moderating panels may also receive assistance and several have taken advantage of this in recent years. Travel funds are available on a limited basis through competitive application through the College of Communication and Fine Arts. In some instances, these funds may be matched on a fifty-fifty percent basis by "Poets Tax" monies available through the CCFA from cost recovery funds from grants.

Funds for travel to the ACSA Administrators Conference have been provided in the past by the Provost as part of the commitment of the University to the Master of Architecture degree program as well as by the dean of the College of Communication and Fine Arts.

Various grants are also available to faculty members. Among these is the Course Redesign Fellowship which was awarded to Professor Sherry Bryan in 2011. She collaborated with professors Michael Hagge and Jennifer Barker to redesign the Introduction to Architecture + Design and Fundamentals of Design courses offered in the first semester of first year in an effort to improve retention. Faculty may also apply for other research grants through the University.

Full-time faculty members in the Department have a computer, printer, and appropriate software provided to them in their offices. All full-time faculty members have a private office while adjunct faculty members share office space and computer systems. Software and supplies for each faculty member are purchased with funds from the Department budget as these are not eligible for Technology Access Fee funding. However, computer systems for full-time faculty members are “rolled down” from TAF-supported labs. The College Local Service Provider and his staff provides technical assistant to all faculty members in the Department.

All Department of Architecture faculty members regularly participate in continuing education programs, both for formal CEU credits and informally, to remain current in their fields. This may be through various professional organizations, professional practice and/or research, community engagement, attendance at conferences and lectures, and through membership in professional organizations. Among these are American Institute of Architects; American Institute of Certified Planners; American Society of Architectural Illustrators, Association of Collegiate Schools of Architecture; Building Technology Educators Society Construction Specifications Institute; Design Communications Association, Environmental Design Research Association; International Interior Design Association; National Organization of Minority Architects; National Council of Architectural Registration Boards; Society of Architectural Historians; U.S. Green Building Council; and Urban Land Institute.

#### Appointment, Promotion, and Tenure

Faculty members in the Department of Architecture are expected to make meaningful contributions to the mission of the University of Memphis in teaching, research, and service. In addition, since the Department offers courses in architecture, interior design, urban design, and other forms of creative expression, faculty members within the Department are expected to contribute in meaningful ways to this diverse multidisciplinary culture.

The traditional faculty ranks (Professor, Associate Professor, Assistant Professor, and Instructor) and the qualifications relative to each are discussed in the faculty handbook. The following is taken from the handbook and constitutes minimal requirements for appointment, tenure and promotion at the University of Memphis.

- Instructor: Potential ability in instruction. Master's degree in the instructional discipline or a related area.
- Assistant Professor: Evidence of potential ability in instruction, public service and research. Earned doctorate from an accredited institution in the instructional discipline or related area; or master's degree in the instructional discipline when that master's degree is the recognized terminal degree in that discipline.
- Associate Professor: Documented evidence of ability in instruction, public service and research. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area plus at least five years appropriate professional experience in the instructional discipline or related area. Documented evidence of high

quality professional productivity which is leading to national recognition in the academic discipline.

- Professor: Documented evidence of ability in instruction, public service and research. Earned doctorate or equivalent terminal degree from an accredited institution in the instructional discipline or related area plus at least ten years appropriate professional experience in the instructional discipline or related area. Documented evidence of sustained high quality professional productivity and national recognition in the academic discipline.

Faculty members in the Department of Architecture are appointed in accordance with established policies of the University of Memphis following the appropriate affirmative action and equal opportunity policies. Faculty may be appointed to the following positions: Tenure; Tenure-Track; Non-Tenured multi-year appointment for full-time; Non-Tenured one-year appointment for full-time or part-time; and Non-Tenured semester appointment for full-time or part-time.

The Department follows the tenure and promotion guidelines of the University of Memphis with additional requirements specific to architectural education. Promotions to Associate Professor and Professor are made in compliance with the Faculty Handbook and the Department of Architecture Tenure and Promotion Manual. <http://www.memphis.edu/facres/pdfs/arch.pdf>

The purpose of the Tenure and Promotion Manual is to provide procedures and criteria for evaluating faculty seeking tenure and/or promotion within the Department of Architecture. The content of this document is based upon the standards of the University of Memphis and its mission as well as the mission and goals of the College of Communications and Fine Arts and the Department of Architecture. Particular emphasis is given to the role of engaged scholarship, creative activities, and professional practice as meaningful scholarship.

## Space and Student to Faculty Ratios

### Studio Space per Student

M.Arch Studios	1945 sf
Number of Students in Studio	10
Total sf per M.Arch student	195 sf
BFA (ARCH/IDES) Studios	4248
Number of Students in Studio	66
Total sf per BFA student	65 sf

### Student to Faculty Ratios in Studios

Graduate Second Year Studio	5 Students / 1 Faculty - 5:1
Graduate First Year Studio	5 Students / 1 Faculty - 5:1
Fourth Year Studio (ARCH)	8 Students / 1 Faculty - 8:1
Third Year Studio (ARCH)	7 Students / 1 Faculty - 7:1
Second Year Studio*	24 Students / 2 Faculty - 12:1
First Year Studio*	27 Students / 3 Faculty - 9:1

\*These are combined studios with both ARCH/IDES students

### Student to Faculty Ratios in Classrooms (largest class)

Graduate Second Year	5 Students / 1 Faculty - 5:1 (Seminar 3)
Graduate First Year	5 Students / 1 Faculty - 5:1 (Seminar 1)
Fourth Year (ARCH)	8 Students / 1 Faculty - 8:1 (Construction Documents)
Third Year (ARCH)	11 Students / 1 Faculty - 11:1 (Structures 1)
Second Year	20 Students / 1 Faculty - 20:1 (Building Technology 1)
First Year*	21 Students / 1 Faculty - 21:1 (History of Arch. 1 Sec 002)

\*These are combined classes with both ARCH/IDES students

### Faculty Space

Total FT Faculty	7 (2 Vacant Positions)
Total Adjunct Faculty	12
Total Space for Faculty	1852 sf
Total Support Space	825 sf
Total sf per FT Faculty Member	168 sf (office only)

## **Admission Requirements**

Admissions Office

<http://www.memphis.edu/admissions/>

Catalog Information

M.Arch – <http://www.memphis.edu/gradcatalog/degreeprog/ccfa/arch.php>

BFA – <http://www.memphis.edu/ugcatalog/collegeprog/ccfa/architecture.php>

*These are bookmarked on the Team Room computers.*



## Advising Policies

### Evaluation of Work where SPC are Met at Undergraduate Level

While the professional “4+2” program at the University of Memphis was designed based on the integration of the Bachelor of Fine Arts in Architecture and Master of Architecture degrees, persons holding an approved undergraduate degree in architecture or a related field from another institution are eligible to apply for admission into the Master of Architecture degree program. A review process is in place to evaluate courses taken elsewhere that are used to meet NAAB Student Performance Criteria. Professor Sherry Bryan, who also serves as transcript evaluator for the Tennessee Board of Architectural and Engineering Examiners, maintains these evaluation files. In addition to Professor Bryan, the other members of the graduate faculty in the Department review all application and portfolio materials submitted and collectively make a decision on whether or not to admit students into the Master of Architecture degree program.

In assessing the pre-professional degree, the following course content or evidence of equivalent experience is required. Otherwise, the appropriate courses must be taken at the undergraduate level before being fully admitted to the Master of Architecture degree program: Architectural Graphics (both technical and freehand drawing), 6 semester hours; Architectural History (ancient through modern), 6 semester hours; Structural Design Principles (statics; strength of materials; gravity and lateral load tracing; design in timber, steel, concrete), 9 semester hours; Building Materials and Assembly (light construction), 3 semester hours; Environmental Systems (heat, light, sound, human comfort), 3 semester hours; Architectural Design Studio (in addition to “fundamentals” courses), 24 semester hours. Where slight deficiencies in preparation exist, applicants may be admitted with the stipulation that they complete additional design studio or supporting coursework at the undergraduate level. This additional work may not count toward the required graduate plan of study.

Courses are evaluated in several ways. If the student making application to the Master of Architecture degree completed the pre-professional degree in architecture at an institution with a NAAB-accredited degree, transcript evidence of passing the comparable courses is generally accepted. In certain cases, additional information such as a course syllabus, textbooks, and related information may be required. Evidence may also be provided through a review of the portfolio, as appropriate.

Historically, persons making application to the Master of Architecture degree with an undergraduate degree in a related field (architectural engineering, interior design) have been required to remedy deficiencies in courses in the Bachelor of Fine Arts in Architecture degree before being admitted into the Master of Architecture degree program.

Persons making application to the Master of Architecture degree with an undergraduate degree in architecture or related field from a foreign institution must meet all of the standards above. In certain cases, additional information such as a course syllabus, textbooks used, and related information may be required. Evidence may also be provided through a review of the portfolio, as appropriate. In addition, the Department of Architecture has used course evaluations from the World Education Services (WES) to determine the prerequisites have been met.

Transfer credits from another institution are evaluated in accordance with the policy above. The Coordinator of Graduate Studies in Architecture may recommend to the Graduate School acceptance of no more than 12 semester hours of credit for architecture course work

successfully completed at another institution. For students formerly enrolled in programs accredited by the National Architectural Accrediting Board, a maximum of 24 semester hours in architecture course work may be approved.

Students holding a professional Bachelor of Architecture degree from a NAAB-accredited school may receive advanced standing in the Master of Architecture degree program of study. This is a post-professional degree. Generally, the fifth year of the undergraduate degree is counted in lieu of the first year of the Master of Architecture degree and the student is required to complete a minimum of 30 credit hours of graduate course work.

Skills deficiencies noted to date with persons admitted into the Master of Architecture degree program were related to current computer programs used in the Department of Architecture (AutoCAD, Revit, Adobe Creative Suites). However, since these computer skills are not a required prerequisite, these students were admitted to the Master of Architecture degree program and took computer courses at the undergraduate level. These courses did not count towards their required graduate course work.

The Matrix shows Student Performance Criteria expected to be met in the pre-professional degree at the University of Memphis. Students making application to the Master of Architecture degree program from another institution are also expected to have completed the necessary courses at their institution or another institution before being admitted into the Master of Architecture degree program. As an alternative, these students may remedy any curricular deficiencies in the Bachelor of Fine Arts in Architecture degree at the University of Memphis and then apply for admission into the Master of Architecture degree program.

## **Digital Media**

All students have 24/7 access into two fully-equipped computer labs. These include the latest versions of AutoCAD, Revit, the Adobe Creative Suites packages, and more.

Graduate students are provided with their own lab located in each studio as well as printer and plotter.

Students are taught the Adobe products in first year of the BFA degree and the AutoDesk products in second year of the BFA degree. The use of computers is encouraged throughout the curriculum.

## Academic Integrity

The following language is incorporated into the syllabus for every course taught in the Department of Architecture.

Academic Dishonesty. Because architecture and interior design are professions regulated by state legislation and with a code of ethics governing professional conduct, similar rules and protocols are in effect in the design studios and classes as well as other education-related environments. The Honor Code of the University of Memphis Department of Architecture states: *"I will not lie, cheat, or steal nor tolerate those who do."* Students must also abide fully by the policies, rules, and regulations set forth in the Department of Architecture Student Policies Manual and the applicable documents of the University of Memphis. Among these are the Code of Student Rights and Responsibilities and the University of Memphis Code of Student Conduct - Academic Dishonesty. More information on these codes may be found at the following websites:

(<http://www.memphis.edu/studentconduct/pdfs/csrr.pdf>)

(<http://www.memphis.edu/studentconduct/dishonesty-defs.htm>)

The policies, procedures, rules, and regulations contained in the Department of Architecture Student Policies Manual are incorporated by reference. The policies manual may be viewed or downloaded at <http://architecture.memphis.edu/ormanfa09.pdf>.

## **Library and Other Resources**

All students have access to the Department of Architecture Resource Library located in Jones Hall room 313 as well as the McWherter Library.

## **Information Literacy**

The Department of Architecture defines Information Literacy as “The ability to recognize when information is needed and the ability to find that information appropriate to the need.”

First year BFA students are taught to use the resources in the McWherter Library and also how to follow standard formats for papers and other academic exercises. Graduate students are also introduced to the many resources available in the Library including a visit to the facility and conversations with library resources staff.