

APLA Appendix A: Guidelines for Scholarly Activities/ Awards and Evaluation of Significance for Faculty in the School of Architecture, Planning and Landscape Architecture

INTRODUCTION

Appendix A serves primarily as a guide for candidates pursuing promotion—and promotion and tenure in the case of tenure-track faculty—in the School of Architecture, Planning and Landscape Architecture. These guidelines outline awards and scholarship (Research/ Creative Work, Teaching Scholarship and/or Outreach Scholarship) the faculty consider meritorious contributions to the disciplines of Architecture, Interior Architecture, Landscape Architecture and Environmental Design. The table of scholarly activity provides guidelines for documenting and evaluating significance including benchmark examples illustrating scholarship considered acceptable, of distinction and highest distinction.

Faculty titles include: a) Tenure-Track Faculty, b) Research Faculty, c) Clinical Faculty and d) Lecturer Faculty. Expected significance of contributions to Teaching, Research/ Creative Work and/or Outreach and Service are defined below.

a. TENURE-TRACK FACULTY

Typical tenure-track appointments in the School of Architecture, Planning and Landscape Architecture include Teaching, Research/ Creative Work and Service. As described in the Auburn University Faculty Handbook (3.6.1. Promotion Criteria Considerations), a candidate for promotion should have acceptable achievement in the areas of:

- (1) Teaching and/or Outreach AND
- (2) Research/ Creative Work.

They are further expected to demonstrate over a sustained period distinctive achievement in one of these areas OR achievement in both areas when compared to successful candidates in the discipline in the past five years.*

Appendix A focuses on evaluating the significance of scholarship (Research/ Creative Work, Teaching Scholarship and/or Outreach Scholarship), and guidelines for acceptable and distinctive achievement in scholarship are described in the table of scholarly activity. Meritorious performance in teaching is generally documented in a peer evaluation process and awards, if any. Meritorious performance in service is generally valued in the evaluation of collegiality.

A candidate for promotion is expected to meet the definition of the applied for academic rank as defined in the Auburn University Faculty Handbook (3.3.4 Academic Ranks and Promotion) and summarized as:

Associate Professor: A candidate for Associate Professor should have demonstrated mastery of the subject matter of their field and the ability to apply it well in the primary area(s) to which they are assigned, whether in Teaching, Research/ Creative Work, or Outreach. Through their scholarly and professional activity, the candidate must demonstrate an emerging stature as a regional or national authority.*

Professor: For this rank it is essential that the candidate should have demonstrated a marked degree of scholarship appropriate to their assignment through work, typically publication or creative endeavor, subjected to peer review. By means of such activity, a candidate for the University's highest academic rank should have a respected national reputation.*

Dossier guide: See Auburn University Faculty Handbook, 3.6.5. Policy and Procedure for Promotion and Tenure

b. RESEARCH FACULTY

As described in the Auburn University Faculty Handbook (3.5.3 Research Title Series, D.Areas of Activity), promotion is evaluated on:

- (1) documented evidence of research;
- (2) national and international professional status and activity as indicated by evaluation statements from external peers;
- (3) ability to initiate and maintain a program of research supported by contracts, grants, generated income, or other designated funds; and
- (4) collegiality.*

A research faculty member is focused on research work and has the obligation to contribute to their discipline through applied and/or basic research. Guidelines for documented evidence of Research/ Creative Work and/or Outreach are described in the table of scholarly activity in this document. Professional status and activity are evaluated through levels of scholarly and professional activity defined as acceptable, of distinction and highest distinction. The ability to initiate and maintain a program of research is well-established in that the contract, grant, or other source of designated funds should cover salaries and costs of benefits for personnel, operating expenses, equipment, and overhead.* As described in the Auburn University Faculty Handbook (3.5.3 Research Title Series, Executive Summary), an Associate Research Professor or Research Professor requires evidence of prior or current success as a principal investigator or co-principal investigator of research grants.* Collegiality is defined below.

A candidate for promotion is expected to meet the definition of the applied for academic rank as defined in the Auburn University Faculty Handbook (3.5.3 Research Title Series, E.Academic Ranks, Titles and Criteria) and summarized as:

Associate Research Professor

A candidate for Associate Research Professor should have demonstrated mastery of the subject matter in their field and the ability to apply it well in their research work. Additionally, the candidate should have contributed, typically through significant work, to their area of specialization and participated in professional activities. Successful efforts in obtaining extramural support for research work must be demonstrated.*

Research Professor

Research Professor is a rank requiring professional peer recognition of the individual as an authority in their field of specialization. It is expected that peers within and outside the University will attest to the candidate's high professional standing as a researcher.*

A research faculty member is expected to demonstrate acceptable and distinctive achievement in Research/ Creative Work and/or Outreach over a sustained period. Distinction in scholarship demonstrates the faculty member's contribution of significant work to their area of specialization (expected in promotion from Assistant to Associate Research Professor or Associate to Full Research Professor). Highest Distinction scholarship demonstrates authority in a field of specialization (expected in promotion from Associate to Full Research Professor).

dossier guide: https://www.auburn.edu/academic/provost/pdf/Research_Promotion_Guidelines_3-19-2012.pdf

c. CLINICAL FACULTY

As described in the Auburn University Faculty Handbook (3.5.2 Clinician Title Series, D.Areas of Activity), promotion is evaluated on:

- (1) documented evidence of effective clinical practice;
- (2) national and international professional status and activity as indicated by evaluation statements from external peers;
- (3) ability to initiate and maintain a program of clinical practice supported by contracts, grants, or generated income; and
- (4) collegiality.*

In the School of Architecture, Planning and Landscape Architecture, clinical practice may involve Teaching, Research/ Creative Work and/or Outreach. Guidelines for documented evidence of effective clinical practice are subject to the Teaching, Research/ Creative Work and Outreach descriptions in the table of scholarly activity of this document. Professional status and activity are evaluated through levels of scholarly and professional activity defined as acceptable, of distinction and highest distinction. The ability to initiate and maintain a program of research is well-established in that the contract, grant, generated income, or other source of designated funds should cover salaries and costs of benefits for personnel. Classroom teaching duties may be assigned if the only salary funds available are teaching funds; research duties may be assigned if the only salary funds available are from research contracts and grants. (See 3.5.2 Clinician Title Series, B. Definition).* Collegiality is defined below.

A candidate for promotion is expected to meet the definition of the applied for academic rank as defined in the Auburn University Faculty Handbook (3.5.2 Clinician Title Series, E.Academic Ranks, Titles and Criteria) and summarized as:

Assistant Clinical Professor

Appointment or promotion to Assistant Clinical Professor is possible when the candidate: (1) has a current independent capability of having a reliable clinical practice supported through contracts, grants, generated income, or other designated funds, (2) has a potential for significant professional growth in the area of clinical practice, and (3) holds the professional degree including licensure/certification appropriate to the field.*

Associate Clinical Professor

Associate clinical professor is a rank of distinction that is attained through successful performance of assigned duties.*

Clinical Professor

Clinical Professor is a rank requiring professional peer recognition of the individual as an authority in their field of specialization. A candidate must be nationally recognized by associates as a clinician.*

A clinical faculty member is expected to demonstrate acceptable and distinctive achievement in Teaching, Research/ Creative Work and/or Outreach over a sustained period. Distinction in scholarship demonstrates the potential for building a national reputation (expected in promotion from Assistant to Associate Clinical Professor or Associate to Full Clinical Professor). Highest Distinction scholarship demonstrates a national and/or international reputation (expected in promotion from Associate to Full Clinical Professor).

dossier guide: https://auburn.edu/academic/provost/clinicalpromotions_guidelines.php

d. LECTURER FACULTY

As described in the Auburn University Faculty Handbook (3.5.1 Lecturer Title Series, C.Areas of Activity), promotion is evaluated on:

- (1) documented evidence of effective lecturer practice;
- (2) documented evidence in other appropriate academic endeavors as assigned; and
- (3) collegiality.*

A candidate for promotion is expected to meet the definition of the applied for academic rank as defined in the Auburn University Faculty Handbook (3.5.1 Lecturer Title Series, D.Academic Ranks, Titles and Criteria) and summarized as:

Senior Lecturer

A lecturer faculty member is focused on instruction and has the obligation to contribute to their discipline through teaching.* Meritorious performance in teaching is documented in a peer evaluation process and awards, if any. Acceptable and distinctive achievement in Teaching Scholarship is also evidence of contributions to the discipline.

dossier guide: http://www.auburn.edu/academic/provost/pdf/Lecturer_Promotion_guidelines_final.pdf

COLLEGIALITY

Collegiality is a criteria for promotion for Tenure-Track Faculty, Research Faculty, Clinical Faculty and Lecturer Faculty. These criteria as described in the Auburn University Faculty Handbook (3.6.2. Tenure Criteria and Considerations) are summarized as:

- (1) professional abilities and relationships with colleagues that are compatible with the departmental mission and with its long-term goals;
- (2) an ability and willingness to engage in shared academic and administrative tasks that a departmental group must often perform and to participate with some measure of reason and knowledge in discussions germane to departmental policies and programs; and
- (3) high standards of professional integrity.*

TENURE

Only Tenure-Track Faculty are eligible for tenure. As described in the Auburn University Faculty Handbook (3.6.2. Tenure Criteria and Considerations), the criteria for tenure, which include collegiality (defined above), are more exacting than the criteria for promotion. In summary, a candidate must demonstrate that they contribute as a productive and collegial member of the academic unit in all relevant areas of (1) Teaching, (2) Research/ Creative Work, (3) Outreach, and (4) Service.*

VISITING FACULTY

Instructors (Visiting Assistant Professors) are held to similar expectations as a tenure-track Assistant Professor in terms of teaching and scholarship. This comparable accountability facilitates the possible transition of Visiting faculty to a tenure-track position. Visiting appointments are for temporary, nontenure-track faculty. For purposes of promotion, the rank of Visiting Assistant Professor is identical to the rank of Instructor as described in the Auburn University Faculty Handbook (3.3.2 Kinds of Appointment). Appointment to the rank of Instructor (or Visiting Assistant Professor) should be based on ability or potential in research/creative work and teaching and/or outreach.* Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years (see 3.1 Academic Freedom and Responsibility, Academic Tenure).*

RESEARCH/ CREATIVE WORK

As described in the Auburn University Faculty Handbook (3.6: Promotion and Tenure of Tenure-Track Faculty, B. Research/Creative Work), a faculty member engaged in Research/ Creative Work has an obligation to contribute to their discipline through applied and/or basic research, creative endeavors, or interpretive scholarship. In appraising the candidate's work, faculty members should consider the quality and significance of the work, the quality of the outlet for publication or exhibition, and, in cases of collaborative work, the role of the candidate.* The presence of a clearly defined peer evaluation process/system should be a key element in evaluating distinctive achievement in Research/ Creative Work.

TEACHING SCHOLARSHIP/ AWARDS

The School of Architecture, Planning and Landscape Architecture is a proven leader in professional design education. Daily teaching activities, curriculum development and international study program contributions may elevate to Teaching Scholarship if there is related meritorious performance as evidenced by some form of peer review or other measurable impacts (as summarized from the College of Architecture, Design and Construction Guidelines for Annual Assessment, Promotion and Tenure, and Post Tenure Review).# For example, faculty are encouraged to apply for regional, national and international teaching awards and grant opportunities in order to advance the educational mission of the College and School and to demonstrate exceptional faculty performance in teaching. See <https://wp.auburn.edu/biggio/sot/>.

Due to the potential for scholarship to reinforce and strengthen the teaching mission and the professional disciplines, Teaching Scholarship is evidence of acceptable and/or distinctive achievement as described in the table of scholarly activity in this document. In the dossier, candidates should list Teaching Scholarship as Teaching (example: Publications Pertaining to Teaching) but also as Research/ Creative Work and cross-reference this scholarly activity.

OUTREACH SCHOLARSHIP

The School of Architecture, Planning and Landscape Architecture is a proven leader in outreach and public interest design. Although a specified appointment in Outreach is unusual, daily outreach activities, outreach program development and/or implementation and international outreach opportunities may elevate to Outreach Scholarship if there is related meritorious performance as evidenced by some form of peer review or other measurable impacts (as summarized from the College of Architecture, Design and Construction Guidelines for Annual Assessment, Promotion and Tenure, and Post Tenure Review).#

As described in the Auburn University Faculty Handbook (3.6.1. Promotion Criteria Considerations, C. Outreach), a faculty endeavor may be regarded as Outreach Scholarship for purposes of tenure and promotion if all the following conditions are met:

- (1) there is a substantive link with significant human needs and societal problems, issues, or concerns;
- (2) there is a direct application of knowledge to significant human needs and societal problems, issues, or concerns;
- (3) there is utilization of the faculty member's academic and professional expertise;
- (4) the ultimate purpose is for the public or common good;
- (5) new knowledge is generated for the discipline and/or the audience or clientele; and
- (6) there is a clear link/ relationship between the program/ activities and an appropriate academic unit's mission.*

Because Outreach Scholarship is expected to generate new knowledge for the discipline, audience or clientele, Outreach Scholarship is evidence of acceptable and/or distinctive achievement as described in the table of scholarly activity in this document.

Significance of Outreach Scholarship is also evaluated by impact. As described in the Auburn University Faculty Handbook (3.6.5. Policy and Procedure for Promotion and Tenure, C.(2) Information to Be Supplied by the Candidate), the commentary for Outreach Scholarship should: describe observed impacts and/or explain any unobserved impacts that are to be expected; and identify the direct and indirect beneficiaries. Evidence of impact can include both quantitative results (e.g., widespread adoption of a product or technique, improvement in energy performance) and qualitative results (e.g., testimonials from clients, reviews by knowledgeable scholars/critics).*

PEER-REVIEWED PUBLICATIONS

As described in the Auburn University Faculty Handbook (3.6.1. Promotion Criteria Considerations, B. Research/ Creative Work), publication subjected to critical review by other scholars as a condition of publication should carry more weight than publication that is not refereed. Nevertheless, all forms of publication, including articles intended for a nonacademic audience, should be considered provided they are of high quality in relation to the purpose intended. Scholarly papers subjected to peer review and delivered at a regional or national conference and creative work subjected to peer review should carry more weight than work done only on a local level.* Vanity publishers or predatory publishers (pay-to-publish presses) are not valid or legitimate sources of publication.

SIGNIFICANCE OF SCHOLARSHIP

A faculty member is expected to develop a substantial body of work that demonstrates consistent growth and progress from acceptable scholarship toward achievement of distinction in scholarship. A candidate for promotion will be responsible for making a case for the significance of scholarly contributions by documenting the quality of the outlet for publication or exhibition, and, in cases of collaborative work, the role of the candidate. Noting clearly defined peer evaluation processes should be a key element in documenting distinctive scholarly achievement. Guidelines for acceptable and distinctive achievement are described in the table of scholarly activity in this document using the following criteria:

Typical Significance Range:

- A: Acceptable Scholarship indicates general productivity.
- D: Distinction in scholarship and/or award demonstrates the faculty member's potential for building a national reputation (expected in promotion from Assistant to Associate Professor or Associate to Full Professor).
- HD: Highest Distinction scholarship and/or award demonstrates national and/or international reputation (expected in promotion from Associate to Full Professor).

* Quoted or summarized from Auburn University Faculty Handbook

Quoted or summarized from College of Architecture, Design and Construction Guidelines for Annual Assessment, Promotion and Tenure, and Post Tenure Review

Activity	Description	Determination of Ranking	Scholarship Category	HD	D	A	Notes and/or Examples (not exhaustive)
AWARDS							
Award: Competition Placement							
	Discipline specific competition programs that recognize merit of creative work/research. Review process or competitive process can establish a form of peer review to demonstrate value or meritorious performance.	Candidate's contribution % (first or equal co-author are valued more); level of organization (local, state, regional, national, international); placement in award ranking; significance of expertise of the reviewers; competitiveness and/or longevity and recognition in a candidate's discipline of competition.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Includes state, regional, national or international organizations related to candidate's discipline. This could include programs supported by organizations such as AIA and ASLA awards programs as well as related others.
Award / Recognition: Received							
	Award or recognition by an established academic or professional organization. Review process or competitive process can establish a form of peer review to demonstrate value or meritorious performance.	Level (external/internal) and impact of award or recognition (local, state, regional, national, international); reputation of the awarding organization; rigor in the awarding process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Awards or recognition from organizations such as: AIA Design Awards Program, ASLA Award, AICP Award, AU Outreach Award, United Nations Fellow and teaching awards such as ACSA National Teaching Award, AIAS National Teaching Award, CELA Distinguished Teaching Award, CELA Senior and Junior Teaching Awards, AU Teaching Award, APLA Outstanding Teaching Award.
Award: Served as Judge or Juror for Award							
	Judge or juror in a competition or award selection such as juror for a national or international design competition or best paper award, etc.	Competition or Award level (local, state; regional, national, international).	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	Examples include Juror for the AIAS National Portfolio Competition, Juror for a national design competition, Juror for Fellow selection to a national organization, etc.
Book: See Publications							
Citations							
	Recognizes candidate's national or international reputation in teaching, research/creative work and/or outreach. Citations are intended to recognize only author and/or co-author of referenced content. See Publications Authored by Others Profiling Work for other types of published mentions.	Citations are evidence of a national or international reputation.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Examples include Google Scholar citations profile, Taylor and Francis citations records, https://aurora.auburn.edu/ , https://libguides.auburn.edu/scholcomm (see Kasia Leousis for more information)
COMPETITIONS							
Competition: Award Received							
	Discipline specific competition programs that recognize merit of creative work/research. Review process or competitive process can establish a form of peer review to demonstrate value or meritorious performance.	Candidate's contribution % (first or equal co-author are valued more); level of organization (local, state, regional, national, international); placement in award ranking; significance of expertise of the reviewers; competitiveness and/or longevity and recognition in a candidate's discipline of competition.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Includes state, regional, national or international organizations related to candidate's discipline. This could include programs supported by organizations such as AIA and ASLA awards programs as well as related others.
Competition: Served as Judge or Juror							
	Judge or juror in a competition or award selection such as juror for a national or international design competition or best paper award, etc.	Competition or Award level (local, state; regional, national, international).	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	Examples include Juror for the AIAS National Portfolio Competition, Juror for a national design competition, Juror for Fellow selection to a national organization, etc.
CONFERENCES							
Conference: Creative Work/Research Published in Proceedings							
	Peer-reviewed creative work/research and explanatory article/abstract in a reputable national or international conference proceedings.	Candidate's contribution % (first or equal co-author are valued more); local, state, regional, national or international venue; conference acceptance rate (%); conference longevity and recognition in a candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; rigor in the peer review process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	Scholarship ranking is typically impacted by acceptance rate and peer-review process. See Conference: Paper/Article Published in Proceedings for additional details and conference examples by discipline. Creative Work is recognized by organizations under different headings such as: Creative Scholarship (IDEC), Projects (ACSA).

Activity	Description	Determination of Ranking	Scholarship Category	HD	D	A	Notes and/or Examples (not exhaustive)
Conference: Paper/Article Published in Proceedings							
	Peer-reviewed paper/article in reputable national or international conference proceedings.	Candidate's contribution % (first or equal co-author are valued more); local, state, regional, national or international venue; conference acceptance rate (%); conference longevity and recognition in a candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; rigor in the peer review process. Peer-review of the full paper is more distinctive than peer-review of only an abstract.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X		Scholarship ranking is typically impacted by acceptance rate and peer-review process. Ex: A double-blind peer-reviewed international, national or regional conference with a competitive acceptance rate is Distinction in Scholarship. A regional conference with peer review and a high acceptance rate is Acceptable Scholarship. A paper presented at a conference without published proceedings is viewed as Acceptable scholarship unless the candidate can demonstrate additional significance. Conference examples as related to discipline: (1) Architecture / Interior Architecture: Association of Collegiate Schools of Architecture (ACSA); Architectural Research Centers Consortium (ARCC); AIA/ACSA Intersections Research Conference; Association for Computer Aided Design in Architecture (ACADIA); Design Communication Association (DCA); National Conference on the Beginning Design Student (NCBDS); Society of Architecture Historians (SAH) (2) Landscape Architecture: Council of Educators in Landscape Architecture (CELA); Digital Landscape Architecture Conference (DLA) (3) Environmental Design: Environmental Design Research Association (EDRA); Atmos (University of Manitoba)
Conference: Poster Session at Academic or Professional Conference							
	Peer-reviewed poster presentation in reputable national or international conference.	Candidate's contribution % (first or equal co-author are valued more); local, state, regional, national or international venue; conference acceptance rate (%); conference longevity and recognition in a candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; rigor in the peer review process	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X		Scholarship ranking is typically impacted by acceptance rate and peer-review process. Posters presented at most conferences or related event associated with candidate's discipline are typically from peer-reviewed abstracts. See Conference: Paper/Article Published in Proceedings for additional details and conference examples by discipline.
Conference: Presentation / Panel Participation based on Abstract							
	Conference presentation or panel participation based on acceptance of a peer-reviewed abstract or short summary related to candidate's discipline.	Candidate's contribution % (first or equal co-author are valued more); local, state, regional, national or international venue; conference acceptance rate (%); conference longevity and recognition in a candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; rigor in the peer review process. Peer-review of the full paper is more distinctive than peer-review of only an abstract.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X		Scholarship ranking is typically impacted by acceptance rate and peer-review process. Presentation/panel participation made at discipline related conferences. See Conference: Paper/Article Published in Proceedings for additional details and conference examples by discipline. Note, some reputable national conferences peer-review and publish abstracts only such as Interior Design Educators Council (IDEC).
Conference: Proceedings, Editor							
	Participation as editor for published conference proceedings.	Candidate's contribution % (first or equal co-author are valued more); local, state, regional, national or international venue; conference acceptance rate (%); conference longevity and recognition in a candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; rigor in the peer review process. Peer-review of the full paper is more distinctive than peer-review of only an abstract.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).			X	Scholarship ranking is typically impacted by acceptance rate and peer-review process. Edited conference proceedings are considered acceptable scholarship.
Copyright							
	Award of copyright for a new or improved equipment, material, or process.	Significance and scope, Level of impact, Evidence of license agreement with the industry	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X		A copyrightable work must not only be one of the eight broad categories of eligible subject matter, it must also be original, expressed or fixed on a tangible medium that can be seen or copied, authored or creatively compiled, not a fact or abstract idea.
Electronic Products: Outreach							
	Any digital content, product development, video, web related content (and others) as it relates specifically to outreach. This category is listed specifically as a category for Outreach per Auburn University Faculty Handbook and should be considered within this context only.	Candidate's contribution % (first or equal co-author are valued more); level of significance and impact (local, state; regional, national, international); evidence of peer review process; open/close access (open access is valued more).	Outreach	X	X	X	An instructional video for building rammed earth walls. See definition of outreach scholarship in the introductory material to this document. See also Auburn Faculty Handbook: 3.6.1. Promotion Criteria Considerations. Peer-reviewed scholarship would also transform outreach activity into outreach scholarship.

Activity	Description	Determination of Ranking	Scholarship Category	HD	D	A	Notes and/or Examples (not exhaustive)
Endowed Professorship							
	Award of an Endowed Professorship by the school, college, university, or a professional association.	Competitiveness of the award process; Evidence of peer review to demonstrate value or meritorious performance.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X		Examples from Auburn University include Ann and Batey Gresham Professor, Auburn University Alumni Professor, etc.
EXHIBITIONS							
Exhibition Catalog: Creative Work/Research Published							
	Creative work/reserach related to candidate's discipline published in exhibition catalog.	Candidate's % (solo or multi-person exhibition); level of venue (local, state, regional, national, international); invited contributor, juried acceptance, or open call; type of venue (museum, gallery or organizing body); traveling schedule.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	See Exhibition: Invited Participation / Juried Acceptance / Open Call for additional description.
Exhibition: Curatorial Activity							
	Organizing or curating an exhibition related to candidate's discipline.	Candidate's % (solo or multi-person exhibition); level of venue (local, state, regional, national, international); invited contributor, juried acceptance, or open call; type of venue (museum, gallery or organizing body); traveling schedule.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	See Exhibition: Invited Participation / Juried Acceptance / Open Call for additional description.
Exhibition: Invited Participation / Juried Acceptance							
	Exhibition of creative work/research related to candidate's discipline. Could constitutes creative work activity related to teaching activity; evidence of teaching effectiveness.	Candidate's % (solo or multi-person exhibition); level of venue (local, state, regional, national, international); invited contributor, juried acceptance, or open call; type of venue (museum, gallery or organizing body); traveling schedule.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Includes local, state, regional, national or international organizations (museums, galleries or organizing bodies) related to candidate's discipline. Juried shows with international participation would be examples of highest distinction (HD); National participation is distinction (D), and a local community show is acceptable (A). Solo show in a gallery that is recognized in its field (3-D work, prints, digital work, etc.) can be either HD or D. Solo exhibition at a local level, such as a community center, is A.
Exhibition: With or Of Student Work							
	Exhibition with or of work of students under your teaching direction.	Candidate's % (solo or multi-person exhibition); level of venue (local, state, regional, national, international); invited contributor, juried acceptance, or open call; type of venue (museum, gallery or organizing body); traveling schedule.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	See Exhibition: Invited Participation / Juried Acceptance / Open Call for additional description.
External Examiner							
	External examiner for a Ph.D student or a research project.	Level of significance and impact (local, state, regional, national, international).	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).			X	Examples include Ph.D. examiner for a peer international and/or national program; External examiner to review final outcome/report of a research project.
Faculty Supervision: of Graduate Student Work							
	Supervision of graduate capstone for on-campus or distance learning students.	Level of engagement (Major Professor or Committee Member), scholarship output.			X	X	1) Chair of a Graduate Thesis Committees, 2) Being a member of a Graduate Thesis Committee and 3) supervising a Graduate Research Assistant are all very different things and should be singled out.
Faculty Supervision: of Work Resulting in Fellowship, Award, Scholarship							
	Supervision of undergraduate or graduate research work that results in a professional fellowship and/or award or scholarship.	Level of significance and impact (local, state, regional, national, international).	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	Supervised work resulting in a student award as related to faculty coursework/academic assignments. Examples include NOMA National Design Competition Student Team award, Auburn University Undergraduate Research Symposium Student Categories.
Fellowship: Received							
	Fellowship by a professional association to recognize candidate's contributions in the profession.	Competitiveness of the award process; Level of recognition (state; regional, national, international).	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X		Examples include AIA Fellow, ASLA Fellow, CELA Fellow, American Academy in Rome, Fulbright Scholarship, Guggenheim Fellowship; NEH Fellowship; NEA Fellowship, etc.
FUNDED ACTIVITY							
Funded Activity: Received, External from Industry Collaboration							
	External funding or sponsorship from a company or consortium. Reputation of the funding organization as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary.	Level of engagement (% contribution; PI/Co-PI/Co-Investigator); rigor in peer-review process; funding amount; scope of work; scholarship output. Candidate to define acceptance rate and competitiveness of acquisition.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Teaching, research or outreach funding or sponsorship by a specific company or a consortium.

Activity	Description	Determination of Ranking	Scholarship Category	HD	D	A	Notes and/or Examples (not exhaustive)
Funded Activity: Received, External, Other Types (i.e. funding for outreach from an organization)							
	External funding or sponsorship from a discipline-related company or organization for outreach work; Reputation of the funding organization as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary.	Level of engagement (% contribution; PI/Co-PI/Co-Investigator); Rigor in peer-review process; Funding amount; Scope of work; Scholarship output. Candidate to define acceptance rate and competitiveness of acquisition.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Examples include external funding provided by a design/construction company, an NGO, trust, municipality, etc.
Funded Activity/Grant: Received, Internal from College/School							
	Funding provided through the CADC (college) or APLA (school).	Level of engagement (% contribution; PI/Co-PI/Co-Investigator); rigor in peer-review process, funding amount; scope of work; scholarship output.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).			X	Examples include CADC seed grants program; CCIC grant program; McWFFE.
Funded Activity/Grant: Received, Internal from University Programs							
	Funding provided through an Auburn University program.	Level of engagement (% contribution; PI/Co-PI/Co-Investigator); rigor in peer-review process, funding amount; scope of work; scholarship output.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	(1) Daniel F. Breeden competitive grant-in-aid for faculty enhancement; (2) AU intramural grants program; (3) AU outreach grants; (4) AU grant to enhance undergraduate research; (5) AU international collaboration grants. Auburn University PAIR Grant is an example of HD.
Grant: Received, External Grants and Contracts							
	External grant or contract from a funding agency or foundation. Quality of granting agency as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary.	Level of engagement (% contribution; PI/Co-PI/Co-Investigator); rigor in peer-review process, funding amount; scope of work; scholarship output. Candidate to define acceptance rate and competitiveness of acquisition. Level of significance and impact (local, state, regional, national, international).	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Grants and contracts issued from discipline-recognized awarding body such as: NSF grant, HUD grant, NOAA grant; Graham Foundation grant; MASGC grant; MBNEP grant; ADEM grant; USDA; DoE.
Grant: Reviewer							
	Grant reviewer for a well-recognized research funding organization. Assessment of grant reviewing activity as valued by the candidate's discipline if the work is interdisciplinary or cross-disciplinary	Level of grant agency (international, national, state, regional, local), number of grant proposals reviewed.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	Examples include grant reviewer for NSF, CII, NIOSH, etc.; Grant reviewer for an international agency or university such as University Grants Council of Hong Kong, NSF of China or Europe's CNR (Council for National Research)
Handbook: See Publications							
Instructional Activities: Outreach							
	Workshop on disciplinary specialty, service learning project, continuing education workshop, technical training camp. This category is listed specifically as a category for Outreach per Auburn University Faculty Handbook and should be considered within this context only.	Level of engagement (% contribution; Sole-Instructor/Co-Instructor); scope of work; significance and impact (international/national/regional/state, local), scholarship output.	Outreach	X	X	X	Workshops on disciplinary specialty. (1) Workshop on Use of Drones in Construction; (2) OSHA 10-hours safety training for a non-profit organization (3) Service-Learning Studio where students record experience in a blog; (4) systems thinking workshop for high school students. See definition of outreach scholarship in the introductory material to this document. See also Auburn Faculty Handbook: 3.6.1. Promotion Criteria Considerations. Peer-reviewed scholarship would also transform outreach activity into outreach scholarship.
Invention							
	See Patent, see Copyright. Award of a patent or copyrights for a new or improved equipment, material, or process.	Significance and scope, Level of impact, Evidence of license agreement with the industry	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X		See Patent, see Copyright. Award of a provisional patent is an example of Distinction. Formalized university sponsored license agreement or award of a full (non-provisional) patent is Highest Distinction.
Journal: See Publications							
Juror: Internal, Invited Participation in Design Reviews at Auburn University							
	Faculty serving as project reviewers for design work at Auburn University. While serving on design reviews within own discipline is an expected part of job duties, serving on design reviews for Auburn University at large is an indication of reputation.	Level of participation.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate). Typically this is seen as Other Contributions to Teaching but may relate to other areas of expertise.			X	Examples include expertise in cross-disciplinary fields, serving as juror for student work as part of Auburn Research Symposium.
Juror: External, Invited Participation in Design Reviews							
	Faculty serving as project reviewers for design work at other academic institutions.	Level of participation, reputation of institution, national or international.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate). Typically this is seen as Other Contributions to Teaching but may relate to other areas of expertise.			X	Faculty serving as project reviewers for design work at peer Institutions (for example, other accredited programs as SEC colleges). Peer institution should be seen as minimum level for participation for academic institution.

Activity	Description	Determination of Ranking	Scholarship Category	HD	D	A	Notes and/or Examples (not exhaustive)
Leadership/Service Role: Academic or Professional							
	Leadership role, executive member or committee member of an academic or professional organization/association. Also includes other service roles for academic or professional organizations/associations.	Selection process (nomination, invitation, election), level of appointment (international, national, regional, state); Reputation of the organization/association.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Examples include Professional or Academic Association Executive Board Officer (National or International); Professional (or related to national academic organization) Committee Chair; Regional, National, International Organization Director; Session Chair / Moderator for disciplinary conference; Committee Member for National or International organization, etc.
Lecture / Presentation: Invited External							
	Lecture, presentation, keynote, invited plenary, moderated panel or workshop at either a professional or academic institution.	Significance of the event; competitiveness of the invitation process; level of impact (local, state, regional, national, international); quality of the inviting organization or venue.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Lecture, presentation, keynote, invited plenary, moderated panel or workshop at conference or professional organization, etc. as related to candidate's discipline. Peer institution should be seen as minimum level for participation for academic institution.
Lecture / Presentation: Invited Internal Auburn University							
	Lecture, presentation, keynote, invited plenary, moderated panel or workshop at Auburn University.	Significance of the event, competitiveness of the invitation process; level of impact (local, state, regional, national, international).	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	Examples include invited lectures or presentations in courses other than your own, Auburn Author Award Lecture, PAIR Grant Presentation, Auburn Outreach Symposium Presentation, continuing education presentation such as AIA.
Magazine / Periodical: See Publications							
Manual: See Publications							
Media Acknowledgement / External Reviews: Exhibitions and Publications of Faculty Work (not by the faculty member)							
	Acknowledgement of candidate's work or expertise.	Quality of media outlets; Level of significance and impact (local, state, regional, national, international).	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Examples include article about candidate's research and/or teaching; Media report about a candidate's outreach work; Participation in a TV show to showcase his/her research/outreach work; curated exhibition including work of faculty member.
Patent							
	Award of a provisional or full patent for a new or improved equipment, material, or process.	Significance and scope of the patent; level of impact; evidence of license agreement with the industry.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X		Award of a provisional patent is an example of Distinction. Formalized university sponsored license agreement or award of a full (non-provisional) patent is Highest Distinction.
PUBLICATIONS							
Publication— Authored by Others Profiling Work							
	Quality of professional magazines, journals or periodicals as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary.	Candidate's contribution to creative work/research (% contribution; solo endeavor or team); quality and length of article (blurb versus feature); publication's longevity and readership (local, state, regional, national, international); quality of publisher as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	In addition to peer-reviewed academic publications, examples include national or international professional magazines that are not peer-reviewed but widely read by professionals and educators related to candidate's discipline (such as <i>ARTnews</i> or <i>Metropolis</i>).
Publication—Book: Authored Chapter							
	Peer-reviewed chapter on a topic of expertise in a book published by a leading publisher in the candidate's discipline. Traditional publisher is more valued than web publisher.	Candidate's contribution % (first or equal co-author are valued more); reputation of the editor(s); national or international adoption rate; quality of publisher as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; evidence of peer-review process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Peer-reviewed book on a topic of expertise published by a leading publisher such as Princeton University Press, Princeton Architectural Press, The MIT Press, Wiley, Springer, Taylor & Francis, Routledge, Elsevier, etc. Vanity publishers or predatory publishers (pay-to-publish presses) are not valid or legitimate sources of publication.
Publication—Book: Authored Disciplinary Book							
	Book on a topic of expertise published by a leading publisher in candidate's discipline. Traditional publisher is more valued than web publisher.	Candidate's contribution % (first or equal co-author are valued more); national or international adoption rate; quality of publisher as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; level of impact; evidence of peer-review process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X		Peer-reviewed book on a topic of expertise published by a leading publisher such as Princeton University Press, The MIT Press, Wiley, Springer, Taylor & Francis, Routledge, etc. Vanity publishers or predatory publishers (pay-to-publish presses) are not valid or legitimate sources of publication.

Activity	Description	Determination of Ranking	Scholarship Category	HD	D	A	Notes and/or Examples (not exhaustive)
Publication—Book: Authored Text Book							
	Textbook published by a leading publisher in candidate's discipline. A textbook that advances scholarship is more distinctive than a overview of existing scholarship. Traditional publisher is more valued than web publisher.	Candidate's contribution % (first or equal co-author are valued more); national or international adoption rate; quality of publisher as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; level of impact; evidence of peer-review process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X		Peer-reviewed textbook on a topic of expertise published by a leading publisher such as Wiley, Pearson, Cengage, Taylor & Francis, Routledge, McGraw-Hill, etc. Vanity publishers or predatory publishers (pay-to-publish presses) are not valid or legitimate sources of publication.
Publication—Book: Edited							
	Book published by a recognized publisher in hardcopy or electronic format.	Candidate's contribution % (first or equal co-author are valued more); national or international adoption rate; quality of publisher as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; level of impact; evidence of peer-review process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Edited book published by a leading publisher such as Princeton Architectural Press, Taylor & Francis, Routledge, etc. Vanity publishers or predatory publishers (pay-to-publish presses) are not valid or legitimate sources of publication.
Publication—Book: Excerpt / Editorial							
	Contribution in a book or book chapter in the form of an excerpt or editorial for a book demonstrating recognition of the candidate's research.	Quality of publisher in the candidate's discipline; national or international adoption rate.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).			X	Short case study in text/research book related to the candidate's discipline.
Publication—Handbook: Authored							
	Handbook on a related topic/software/trade published by a recognized publisher in hardcopy or electronic format.	Candidate's % contribution (first or equal co-author are valued more); local, state, regional, national, international readership; level of impact; quality of publisher; evidence of peer-review process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Handbook such as AutoCAD Handbook, The Low Impact Development Handbook for the State of Alabama, etc. See also Manual.
Publication—Journal: Academic, Article Authored							
	Peer reviewed article published in a leading journal in the candidate's discipline. Depending on reputation of journal, traditional publisher is not necessarily more valued than web publisher.	Candidate's % contribution (first or equal co-author are valued more); Quality/Impact factor of the journal; Journal's longevity and readership; quality of publisher as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; evidence of Inter-disciplinary or multi-disciplinary work; rigor in the peer review process; evidence of peer-review process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Peer-reviewed journal such as <i>Journal of Architectural Education</i> (JAE), <i>Technology / Architecture + Design</i> (TAD), <i>Journal of Society of Architecture Historians</i> (JSAH), <i>The Plan Journal</i> , <i>Landscape Ecology</i> , <i>Landscape Journal</i> , <i>Landscape Review</i> , <i>Enquiry</i> , etc. Reputable journals may be web publications such as <i>Interiors>Design /Architecture /Culture</i> . Vanity publishers or predatory publishers (pay-to-publish presses) are not valid or legitimate sources of publication.
Publication—Journal: Academic, Creative Work/Research Included							
	Peer reviewed creative work/research in a leading journal in the candidate's discipline. An invited article is an indication of a peer reviewed process. Depending on reputation of journal, traditional publisher is not necessarily more valued than web publisher.	Candidate's % contribution (first or equal co-author are valued more); Quality/Impact factor of the journal; Journal's longevity and readership; quality of publisher as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary; evidence of Inter-disciplinary or multi-disciplinary work; rigor in the peer review process; evidence of peer-review process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	See Journal: Academic for examples.
Publication—Journal: Article Reviewer							
	Reviewer for journal article.	Level of significance and impact (local, state, regional, national, international)	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	As related to candidate's discipline, examples include reviewer of a disciplinary journal article. See Journal: Academic for examples.
Publication—Journal: Book Review							
	Reviewer for a book, edited book or book chapter.	Quality of publisher in the candidate's discipline; national or international adoption rate.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	As related to candidate's discipline, examples include reviewer of a textbook/book/edited book; Reviewer of technical manual.
Publication—Journal: Edited Special Issue of							
	Special journal issue on a related topic of expertise published by a recognized publisher in hardcopy or electronic format.	Candidate's % contribution (first or equal co-author are valued more); national or international readership; quality of publisher; evidence of peer-review process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Edited special issue of a leading journal related to the candidate's discipline such as <i>JAE Journal of Architectural Education</i> , <i>Landscape Journal</i> , <i>A + U Architecture + Urbanism</i> , etc. See other sections for additional examples. Vanity publishers or predatory publishers (pay-to-publish presses) are not valid or legitimate sources of publication.

Activity	Description	Determination of Ranking	Scholarship Category	HD	D	A	Notes and/or Examples (not exhaustive)
Publication— Journal: Excerpt / Editorial							
	Contribution in a journal in the form of an excerpt or editorial demonstrating recognition of the candidate's research.	Quality of publisher in the candidate's discipline; national or international adoption rate.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).			X	Editorial for special issue of a leading journal related to the candidate's discipline.
Publication— Magazine/Periodical: Professional, Article Authored							
	Article in a professional publication related to candidate's discipline. Quality of professional publication as valued by the candidate's discipline or as valued by other disciplines if the work is interdisciplinary or cross-disciplinary.	Candidate's % contribution (first or equal co-author are valued more); magazine's level of distribution (local, state, regional, national, international).	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Examples include national or international professional magazines that are not peer-reviewed but widely read by professionals and educators related to candidate's discipline such as <i>Architectural Record</i> , <i>Places</i> , <i>Log</i> , <i>Dwell</i> , etc.
Publication— Manual: Authored							
	Manual on a related topic/software/trade published by a recognized publisher in hardcopy or electronic format.	Candidate's % contribution (first or equal co-author are valued more); local, state, regional, national, international readership; level of impact; quality of publisher; evidence of peer-review process.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).	X	X	X	Manual such as AutoCAD Handbook, The Low Impact Development Handbook for the State of Alabama, etc. See also Handbook.
Publication— Report: Authored and Published							
	Final report of a completed research project.	Candidate's level of contribution (%; first or equal co-author are valued more); state, regional, national or international audience; evidence of peer review process; open/close access.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	The broader the external audience and impact, the higher the potential for Distinction. A report to a National Agency would be more highly valued than a report to a local municipality. Reports that are not peer-reviewed can be included but under "Publications: Not Peer Reviewed."
Reviewer: External Peer							
	Level of peer review or as valued inviting institution.	Level of review (state, regional, national or international); for promotion or tenure minimum of peer institution required.	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	Example include review of abstracts, conference papers, etc. (level); book/book chapter proposal review, faculty serving as reviewers for promotion and tenure advancement at peer institutions, faculty serving on visiting teams for peer institution accreditation.
Technical Assistance: Outreach							
	Community Engagement or specialist consulting that provides targeted support to an organization/entity with a development need or problem. TA can include sharing knowledge and expertise, instruction, skills training, transmission of working knowledge, and the sharing of technical data. This category is listed specifically as a category for Outreach per Auburn University Faculty Handbook and should be considered within this context only.	Level of engagement (% contribution; Sole-Instructor/ Co-Instructor); scope of work; funding amount; significance and impact (local, state, regional, national, international), scholarship output.	Outreach	X	X	X	(1) Technical Assistance Grant (AU) to design a park, greenway or other project; (2) Design or construction assistance for a community project such as design/estimate/schedule development and/or reviews. See definition of outreach scholarship in the introductory material to this document. See also Auburn Faculty Handbook: 3.6.1. Promotion Criteria Considerations. Peer-reviewed scholarship would also transform outreach activity into outreach scholarship.
Testimony: Provided Expert Opinion							
	Expert testimony to legislative or professional organization	Level of significance and impact (local, state, regional, national, international).	Teaching, Research/Creative Work, Outreach (cross-reference as appropriate).		X	X	Expert testimony to legislative about a topic related to candidate's area of expertise.