

## Comments on Urban Planning Guidelines

Professional Standards was really impressed with these proposed guidelines. They are thoughtfully done and clearly written. We offer some suggestions for minor improvements, which should not take you much time or effort to incorporate and resubmit.

1. Guidelines need the date and vote listed at the top of the document.
2. The side-by-side format appears to work well, making it clear what comes from the University Policy and what are U&RP's profiles/examples. In general, these guidelines are closer to being ready than most any other first draft I have read. The focus is appropriately on educating outsiders to understand U&RP's unique issues.
3. Under teaching, you may wish to reference 2.2.2 of the main policy, since it is very similar to much of your own language. Whether your guidelines are duplicative of this language in the policy we are not sure, but we suspect you could make your teaching guidelines shorter simply by referencing or emphasizing these passages.

### 2.2.2 Considerations in applying the criteria for Academic Assignment to teaching.

*2.2.2.1 When evaluating effectiveness in teaching, chairs, committees, and administrators are required to conduct a holistic evaluation. The teaching must be considered in the context of its purpose, its objectives, and the degree of difficulty of the assignment. Evaluators must be well versed in the University policy F12-6 "Evaluation of Effectiveness in Teaching" and especially the most recent "SOTE/SOLATE Interpretation Guide.*

*2.2.2.2 Examples of contextual factors include whether the teaching resulted from newly created or substantially modified curricula; participation in team or interdisciplinary teaching; the adoption of new pedagogical or technological approaches; whether the level or kind of teaching or number of students created special demands or challenges; and the extent to which student learning occurs outside formal instruction through mentoring, advising, or the integration of students into a research program.*

4. We applaud the text of U&RP's scholarship criteria. It helps to situate the discipline and educate outsiders into what your department values.
5. On Service, at one point we discussed whether U&RP needed to count various professional service activities as Scholarship, as permitted under certain circumstances explained in 2.3.4. We take it that U&RP has decided not to take that route.

6. The guidelines need examples to illustrate the department criteria. Look at examples from Department of English and School of Information, posted to the FA web site:  
[http://www.sjsu.edu/facultyaffairs/rtp\\_policy\\_quick\\_facts/departmental\\_guidelines/index.html](http://www.sjsu.edu/facultyaffairs/rtp_policy_quick_facts/departmental_guidelines/index.html)