Site Visitor Training

PAB Standards and Criteria

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PAB Standards

1. Strategic Planning and Progress
2. Students
3. Faculty
4. Curriculum
5. **Governance**

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Standard 5: Governance Preamble

The Program shall make administrative decisions through a governance process that exhibits a high degree of transparency, inclusiveness, and autonomy. The Program shall be located within an identifiable and distinct academic unit, such as a department or school of planning, and the Program's faculty shall be clearly identifiable as such. The Program shall involve faculty and students, as appropriate, in administrative decisions that affect them and shall demonstrate that those decisions serve to implement the Program's strategic plan.

Standard 5: Governance

- Governance of Planning Program:
  - Fair, consistent, transparent, inclusive, and independent
  - PAB Criteria describe governance requirements, processes, and structure
  - Related to faculty, students, other stakeholders, institutional requirements and norms

Governance Criteria

5A. Autonomy

5B. Program leadership

5C. Communication

5D. Faculty and student participation

5E. Promotion and tenure

5F. Grievance

5G. Online integrity

Criterion 5A / Program Autonomy

In accordance with customary university procedures, the planning program will normally be headed by its own administrator, who will report directly to a dean or an equivalent academic official faculty. The Program shall have responsibility for the design of its curriculum and shall have an independent voice in the appointment, promotion, tenure, and evaluation of its faculty, and the admission and evaluation of its students. The planning faculty and students shall be involved in the development of the Program's Self-Study Report and shall be made aware of the content of all submissions by the Program to PAB as well as reports and decisions by PAB concerning the Program.

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Criterion 5A / Program Autonomy

- Program ability to self-govern inclusively related to:
  - Curriculum
  - Hiring, evaluating, promoting faculty
  - Admission and evaluation of students
- Inclusive self-governance includes:
  - Responsibility, authority, and independence
  - Institutional structure
  - Communication with stakeholders
  - Participation of faculty and students

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Criterion 5B / Program Leadership

The administrator of the degree Program shall be a planner whose leadership and management skills, combined with education and experience in planning, enables the Program to achieve its goals and objectives. The administrator shall be a tenured faculty member with an academic rank of associate professor or higher.

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Criterion 5B / Program Leadership

- Leader is competent and respected
- Experienced as planner
- Tenured
- Rank of associate or full professor

Criterion 5C / Communication

The Program shall use a variety of media to provide effective two-way communication with current and prospective students, faculty, alumni, employers, professional associations, practitioners, and other stakeholders about the Program's goals and objectives and about its progress toward achieving those aims. The administrator of the Program shall be regularly accessible to these stakeholders, providing them with suitable opportunities for interaction.

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Criterion 5C / Communication

- Two-way Communication
- With a variety of stakeholders
    - Inside: faculty, affiliated programs, current students
    - Outside: alumni, employers, prospective students, professional associations, practitioners
- Administrator accessible
- Methods of communication
    - Traditional (print, web, etc.) and
    - Newer (social media, etc.)

Criterion 5D / Faculty and Student Participation

The Program shall provide fulltime and adjunct faculty, individual students, student organizations, and other interested parties with opportunities to participate fully and meaningfully in administrative decisions that affect them. When interested parties raise substantive issues, the Program shall demonstrate that it has responded appropriately to those issues, and communicated the outcomes in such a fashion that the interested parties understand how the decisions were made.

Criterion 5D / Faculty and Student Participation

- Faculty: full-time and adjunct
- Students: individuals, student organizations
- Meaningful participation in administrative decisions
- Responsive to issues raised

Criterion 5E / Promotion and Tenure

The Program shall publish policies and procedures for making decisions about the promotion and tenure of faculty, and shall provide junior faculty with the support that they need to advance professionally within the Program. The Program shall provide mentorship opportunities for all junior faculty, including women, racial and ethnic minorities, and members of other under-represented groups.

Criterion 5E / Promotion and Tenure

- Written, clear policy
- Written, clear procedures
- Fair and consistent application
- Mentoring, advice, and faculty development

Criterion 5F / Grievance Procedures

The Program shall publish policies and procedures for resolving student and faculty grievances, and shall appropriately disseminate such policies and procedures to students and faculty. The Program shall maintain records to document the number and kinds of grievances it has received and the manner in which it has resolved those grievances.

Criterion 5F / Grievance Procedures

- Publish and disseminate grievance procedures
- Available to faculty and students
- Records of grievances, resolutions, and concerns

Criterion 5G / Online Integrity

The Program shall have in place effective procedures through which to ensure that the student who registers in an online course or program is the same student who participates in and completes the course or program and receives the academic credit. The Program makes clear in writing that these processes protect student privacy and notifies students at the time of registration or enrollment of any projected additional costs associated with the verification procedures.

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Criterion 5G / Online Integrity

- Need to verify identity of online student throughout course

- Published and identifiable method

- Notification of additional costs borne by student

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