



# Site Visitor Training

PAB Standards and Criteria  
Governance



# Learning Objectives

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- Review and comprehend the seven criteria outlined within the Governance standard, focusing on how each criterion ensures effective governance within a planning program
- Understand the critical policies and procedures related to promotion and tenure, grievance resolution, and online course integrity, and recognize potential challenges in maintaining compliance.



# Standard 5. Governance Preamble

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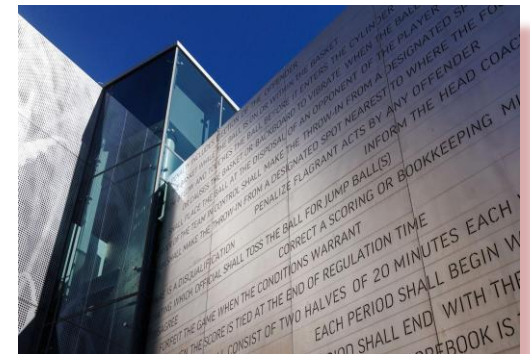
The Program shall make decisions through a governance process that exhibits a high degree of transparency, inclusiveness, and autonomy. The Program shall be located within an identifiable and distinct academic unit, such as a department or school of planning, and the Program's faculty shall be clearly 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

## Criteria:

- 5A. Program Autonomy
- 5B. Program Leadership
- 5C. Communication
- 5D. Faculty and Student Participation
- 5E. Promotion and Tenure
- 5F. Grievance Procedures
- 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. The Program shall have control over 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.

*Tip: Look for who reviews and votes on what (i.e. promotion and tenure guidelines for how the program has an “independent voice” in the tenure process - could be majority on an initial review committee, chair of review committees, etc.).*





# Criterion 5B. Program Leadership

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

*Tip: Look for expertise in planning and indication of stability over time (tenure, multi-year contracts, for example).*





# 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 them. The administrator of the Program shall be regularly accessible to these stakeholders, providing them with suitable opportunities for interaction.

*Tip: Look for evidence of regular communication among a variety of groups.*





# Criterion 5D.

## Faculty and Student Participation

The Program shall provide full-time and adjunct faculty, individual students and student organizations with opportunities to participate fully and meaningfully in administrative decisions that affect them.

*Tip: Look for who is invited to faculty meetings.*







# Criterion 5E. Promotion and Tenure

The Program or its hosting unit shall publish policies and procedures for making decisions about the promotion and tenure of faculty. The Program shall provide support, including mentorship opportunities, for all faculty at the Assistant and Associate Professor (or equivalent) levels. The Program shall demonstrate that all faculty, including diverse faculty, are supported through mentoring, tools, and other support needed to advance professionally.

*Tip: Look for published policies and procedures.*





# Criterion 5F. Grievance Procedures

In accordance with relevant university guidelines, 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.

*Tip: Look for published policies and a record of grievances.*





# Criterion 5G. Online Integrity

In accordance with relevant university guidelines, 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.

*Tip: Look for how the program ensures the student taking an online course is the same student registered to take it.*





# Thank You

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On behalf of the PAB board and staff, we want to thank you for completing this module.

We invite you now to return to the PAB website to complete training for this module by taking a short quiz about the information in this presentation. You will receive your score on this quiz, and PAB staff will record your results.

