

AUB_MSFEA_School of Architecture and Design
SoAD Protocol for Part-time Hire

Candidates interested in applying for a teaching position at the School of Architecture and Design to teach part time in any of the programs (Architecture, Graphic Design, Landscape Architecture, Urban Planning and Policy, Urban Design or related fields) are invited to email a completed application to ard_PT@aub.edu.lb.

The application must contain:

- i) a letter of intent detailing why you are applying to teach in the department, and how you can contribute to its mission statements (found below)
- ii) a detailed CV
- iii) a portfolio of professional work and/or samples of teaching material (course syllabi and copies of student work)
- iv) the names and contact information of two references.

The application should be one single PDF not larger than 15 MB.

Only completed applications will be considered, and consideration is based upon departmental need. You will hear from the department only if you are shortlisted for a position. The deadline for applications is March 31 for the fall semester and October 31 for the spring semester.

Mission Statements:

The Architecture program offers students a first professional degree that qualifies them to practice architecture. The program aims to graduate well rounded intellectuals, critical thinkers and skilled professional architects who are committed to the advancement of the field and the practice, and who have a sense of responsibility for the built environment and the natural resources. Design is approached as a research-oriented process that is culturally grounded, theoretically informed and technically advanced so as to enable graduates to become lifelong learners and to take a leading role in the professional practice both in Lebanon and the region.

The Graphic Design program answers to the developments and needs of Lebanon and the region as it meets globally required proficiency. The curriculum focuses on a solid training in the theoretical practical and technical aspects of Graphic Design. It is the goal of the program to help students perceive and adapt to the changing demands of culture and therefore to the continuous change in the design field. Students develop an intellectual background, critical thinking, and contribute to the continuum of aesthetic and technological innovations by generations and solutions to a wide range of design problems. The program is committed to its involvement in the Arab world, its multitude of languages and cultures. It is the Program's mission to address these issues in a challenging creative teaching and learning environment.

The mission of the Bachelors of Landscape Architecture (BLA) program is to graduate lifelong learners and critical thinkers who adopt a holistic view of the landscape, and who are equipped with interdisciplinary, scientific, and creative skills to start as entry-level landscape architects and to become, with experience, successful professionals serving their communities.

The Masters in Urban Planning and Policy and Masters in Urban Design programs aim to prepare highly qualified, well-rounded professionals who are able to address the multi-faceted issues of urban planning, policymaking and urban design in today's urban environments in Lebanon and the region. MUPP is designed to provide a broad professional education in urban planning. MUD emphasizes the mastery of the design tools necessary for the effective practice of urban design. For MUPP, emphasis is placed on the development of multidisciplinary analytical skills necessary to address contemporary urbanization as well as the mastery of the tools and approaches adopted in the contemporary practice of urban planning and policy making. For MUD, they are also exposed to a multidisciplinary understanding of contemporary urban challenges, and they learn to integrate design tools with policy strategies and institutional analysis, through a studio-based approach. The programs guide students in defining a specific area of expertise within the wider practice of urban planning and urban design and in locating their expertise in relation to other professions in the city.

Protocol for Hiring Part-Time Faculty (for internal use only, do not post):

1. The Administrative Officer screens out incomplete applications, which are excluded from the batch of applicants (i.e. files missing letter of intent, CV, and/or portfolio). The chair and coordinators confirm the exclusion of files and may contact applicants to provide missing information.
2. Potential candidates are reviewed by a group of faculty members, based on course needs. Faculty members meet and interview short listed candidates, and make recommendations for hire in a specific track or course.
3. Recommended candidates are voted on in a department meeting.
4. A database that includes all applications received and decisions on the selected applications will be logged with the Administrative Officer, and overseen by the program coordinators and chairperson. The Administrative Officer will update the database at the end of each term, with ICE scores and other notes, as deemed relevant.
5. Applications not acted upon will be kept on file for one academic year.

Selection Guidelines:

- Applicants are reviewed on the basis of their academic, professional, and teaching qualifications.
- It is recommended to differentiate between design studio tracks and other core course tracks in assigning or approving part-time faculty to courses, given applicants' qualifications may be suitable for one track and not the other.
- Normally, a terminal degree in Architecture (MARCH or MA in Design, or PhD) is required for a teaching position in Architecture and MUPP-MUD. A terminal degree in Graphic Design (MFA) is required for Graphic Design. Exceptions can be made if the applicant demonstrates outstanding profile and skills. Applicants with no terminal degree in design must demonstrate equivalent professional experience, with recognized practice.
- When candidates demonstrate a specific expertise or skills (e.g. professional, technical, representation) needed for a specific course/track but do not have a terminal degree in design and/or teaching experience, they may be considered on a case-by-case basis for teaching in this specific course/track. In such a case, the recommendation for hire is earmarked to that specific course, and a re-evaluation of the hire (checking ICE scores, speaking with co-instructors and students) will be done prior to inviting the part-time faculty to teach another course. This is the responsibility of the relevant program coordinator and the chairperson.
- Candidates who do not hold a first professional degree in Design (e.g. social sciences, humanities, industrial design, artists, etc.) may be considered as needed, especially to enhance multidisciplinary teams teaching in design studios (Basic Design, Vertical Studio, other), or to offer specialized electives in their field of expertise.

Annex: Existing MSFEA Faculty Manual (2016):**"2.2.2 Appointment of Part-Time Faculty Members**

- a. To be offered a part-time academic appointment in the Faculty of Engineering and Architecture, an applicant should have earned at least a bachelor's degree in engineering, architecture, graphic design, or a related field from a reputable institution of higher education.
- b. The appointment of part-time faculty members is normally for one term (semester or a summer term) at a time and is not to exceed 9 months in one year (see also the policy available on the Human Resources website https://www.aub.edu.lb/hr/policies/Pages/highlights_on_personnel_regulations.aspx). A 'part-time' Faculty member may be appointed for a full load in any given term; otherwise, the part-time load should not exceed 50% of full-time. A change between full load and a load of 50% or less necessitates a break of contract of at least 30 days.
- c. Part-time faculty members may be appointed in the ranks of senior lecturer, lecturer, instructor, or assistant instructor, depending upon the degree held and/or teaching or professional experience, as indicated in TABLE 1."

TABLE 1 (with proposed teaching assignment)

Degree	Length of Experience (yrs)	Rank	Recommended Teaching Assignment
Bachelor	3 or less	Assistant Instructor*	Assistant to core courses excluding Design Studios and History/Theory
Bachelor	More than 3 but less than 10	Instructor	Teaching core or electives that are lab based, or require technical skills (highly dependent on portfolio and demonstrated skills)
Bachelor	10 or more	Senior Instructor / Lecturer	Need demonstrated recognition in field; teaching design studios, and/or core, and/or electives depending on skill
Master	3 or less	Instructor	Teaching core or electives that are lab based or require technical skills (highly dependent on portfolio and demonstrated skills)
Master	More than 3 but less than 10	Lecturer	Teaching design studios / core or elective courses / tracks as per expertise
Master	10 or more	Senior lecturer	Teaching design studios / core courses tracks as per expertise
Doctorate	5 or less	Lecturer	Teaching design studios as applicable / core courses tracks as per expertise
Doctorate	more than 5	Senior lecturer	Teaching design studios as applicable / core courses tracks as per expertise

Statement of Policy with Regard to Academic Appointment and Tenure**III. Appointment, Reappointment, and Promotion**

7. (...) Appointment to these ranks is made by the Dean upon the recommendation of the relevant Department Chair or Convener.