FOUNDATION DEPARTMENT
PEER REVIEW COMMITTEE (PRC) GUIDELINES:

Standards of Eligibility, Fitness, and Evaluation
(criteria for promotion, change in status, reappointment, and tenure)
and Application Procedures

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FROM THE COLLECTIVE BARGAINING AGREEMENT

From the Collective Bargaining Agreement between the Administration of Pratt Institute and United Federation of College Teachers, Local 1460, AFT, AFL-CIO, 9/1/16-8/31/21

ARTICLE XVI
APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS AND TENURE

16.1 The union recognizes and accepts the authority of the Board of Trustees acting in all matters concerning appointment, reappointment, promotion and tenure.

16.2 At the same time, in an academic community, these matters of appointment, reappointment, promotion, and tenure, must have input at the point of closest contact with the faculty members individually affected. Accordingly, the Chairperson of each department shall receive recommendations in all of these matters from the Departmental faculty and other members of the Institute community who may be affected by these matters. The Departmental Committees on appointment, reappointment, promotion and tenure shall develop standards of eligibility, fitness and evaluation; which shall include teaching effectiveness and professional competence and may include non-teaching responsibilities, institute service and public service. The faculty in each department and/or area and in the Library shall set up such procedures as they deem appropriate to effectuate the foregoing.

16.3 Evaluation reports and recommendations concerning reappointment, promotion and/or tenure, as set forth in Article 16.2 above, shall be in writing and shall be forwarded to the Chairperson and/or Area Head. The Chairperson and/or Area Head shall add his or her comments and copies of these evaluation reports, recommendations and comments shall be given to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. These recommendations will then be forwarded to the Dean of the School or of the Library, who shall add his or her comments, with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. These recommendations will then be forwarded to the Provost, or such other academic administrative officer as may be designated by the Board of Trustees, for review and recommendation with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. Final determination is by the expressed approval of the Board of Trustees. Review and determination shall also take into account enrollment trends, distribution and budgetary considerations. Differences between the recommendations made and final determination are to be clearly stated in writing setting forth the reasons for the determination.

The PRC encourages all faculty to familiarize themselves with the entire current Collective Bargaining Agreement (CBA). A PDF is available at the following link:

DEFINITION OF TERMS

There are two terms that apply to full-time and part-time faculty appointments: **Rank** and **Status**.

1. **Rank** indicates a faculty member’s academic level. There are four ranks at Pratt Institute: Instructor, Assistant Professor, Associate Professor, and [Full] Professor.

An upgrade in rank is referred to as a **Promotion**.

2. **Status** indicates a faculty member’s employment level. At Pratt Institute, status titles include:

   - **Visiting**: Part-time teaching load limited to fifty percent of a full-time workload.

   - **Adjunct**: Part-time teaching load limited to seventy-five percent of a full-time workload. Benefits include tuition remission.

   - **Adjunct with CCE (Certificate of Continuous Employment)**: CCE is adjunct tenure status. “Every effort” is made to provide the CCE with “(3/4) of a full-time workload”[CBA 23.3(a)]. In addition to full tenure protections, benefits include tuition remission, retirement/pension plan, and health coverage.

   - **Full-Time [tenure-track]**: Typically, the full-time tenure-track faculty member “will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year”[CBA 16.5]. However, “each two years of prior full-time faculty service at an accredited college or university shall be credited as equivalent of one year full-time service at Pratt Institute for purposes of eligibility for tenure to a maximum of two years full-time service at Pratt”[CBA 30.4]. Benefits include tuition remission, tuition exchange, retirement/pension plan, life insurance, and health coverage.

   - **Full-Time [tenured]**: Typically, “full-time faculty members who have served in a continuous manner for a probationary period of seven (7) years shall be reappointed for an eighth year with tenure or shall receive a terminal contract” [CBA 30.4]. Past practice allows the full-time faculty member who held a CCE prior to their full-time appointment to resume their CCE status should they not be reappointed with tenure.

An upgrade in employment level is referred to as a **status change or change in status**.

**Simultaneous applications for promotion and status change are permitted.**
CRITERIA FOR ELIGIBILITY FOR PROMOTION

- **For Promotion to Assistant Professor:**
  Normally three to five years of excellence in teaching at the instructor level, an appropriate terminal degree or its equivalent, an active record of professional accomplishments, and some service to the Foundation department.

- **For Promotion to Associate Professor:**
  Normally four to six years of excellence in teaching at the Assistant Professor level, an appropriate terminal degree or its equivalent, an active record of professional accomplishments, and a consistent record of service to the Foundation department.

- **For Promotion to Professor:**
  A minimum of four to six years of excellence in teaching at the Associate Professor level, an appropriate terminal degree or its equivalent, an active record of professional accomplishments, and a consistent record of service to the Foundation department.

CRITERIA FOR ELIGIBILITY FOR CHANGE IN STATUS

- **From Visiting to Adjunct:**
  Normally the applicant will have three to five years teaching as a Visitor; time served alone is no assurance of advancement. It must be demonstrated that teaching skills and knowledge of course(s) taught are thorough, and are appropriate to current and long-range department needs. The applicant should demonstrate willingness to fulfill the increased commitment in teaching and service that the Adjunct appointment may carry. The applicant should have a growing and promising record of achievement in his/her professional area(s) of expertise.

- **Conferral of CCE:**
  The applicant for CCE must have a minimum of five years teaching as an Adjunct (years as a Visitor do not apply). Adjuncts may apply at the beginning of their fifth year; time served alone is no assurance of advancement. The applicant must demonstrate a high level of achievement in their teaching and professional career, and have a significant record of service to, and leadership in, the department. Institutional service may be considered as well.

- **Reappointment for Full-Time [tenure-track]:**
  The applicant for reappointment must demonstrate continuing excellence in his/her teaching. The applicant should display leadership, continue to make significant contributions to the department, and fulfill the increased service role expected of full time faculty. This may include institutional service.
STANDARDS OF EVALUATION

Please note that standards of evaluation may be weighted differently depending on the type of faculty action sought. Refer to *Criteria for Eligibility for Promotion, Criteria for Eligibility for Change in Status*, and Application Materials for more information. Also note that no applicant will be evaluated without a complete application.

- **Teaching Excellence/Teaching Effectiveness**: Quality of student work as documented by the applicant, effective presentation of curricular concepts and outcomes, participation in inter-collegial dialogue, and content of student evaluations. Applicants for Full-Time Tenure and CCE should have a record of curricular innovation and contribution to department curricular development.

- **Departmental Service**: Presentations, class exhibitions, student advisement, service on Foundation committees, departmental searches and/or any assistance with departmental projects, programs and events.

- **Institutional Service**: Contributions to Portfolio Review Day, Academic Senate, Open House, Family Weekend, Institute Search Committees, UFCT Committee or Assembly, etc.

- **Professional Competence**: Exhibitions, written materials by or about the applicant, performances, screenings, awards, and other evidence of professional achievements.

IMPORTANT DEADLINES

There are two deadlines to be aware of:

- **Deadline for intent to apply** (email notification to chair of PRC, who will then have a case created on Interfolio for applicant.) Deadline normally early September, to be announced ASAP.

- **Application deadline** (complete application uploaded to Interfolio. See Application Materials and Interfolio Process below for more details.) Deadline normally late September or early October, to be announced ASAP.

Application deadlines are based on the Institute’s calendar, and will be made known to Foundation faculty as early as possible at the beginning of the academic year. No exceptions or extensions to the application deadline will be considered. It is the responsibility of the applicant to submit a complete application online via Interfolio. Paper applications are no longer accepted.
APPLICATION MATERIALS

Application content should be well-organized, comprehensive yet concise, and written in clear language understandable to reviewers outside applicant’s course and field of expertise. Applications must be submitted via Interfolio. (See Interfolio Process.) The following materials constitute a complete application necessary for review.

- **Letter of Application**: Addressed to the Foundation Peer Review Committee, the application letter should clearly state the desired faculty action: promotion, change in status, reappointment and/or tenure, as well as speak to the applicant’s experience, achievements and service at Pratt Institute, as outlined in the standards of evaluation.

- **Faculty Personnel Action Checklist**: Informational form on Interfolio.

- **Statement of Teaching Philosophy**: A concise, reflective statement on applicant’s approach to teaching his/her subject and its relationship to the Foundation curriculum. This statement is distinct from a course syllabus; elements of the syllabus are standard throughout the department, while the statement of teaching philosophy presents an instructor’s individual views on teaching.

- **CV**: A complete, up-to-date record of applicant’s educational, employment, professional, and service record. The CV must clearly indicate present rank and status, and state number of years served at current and previous levels.

- **Evidence of Teaching Performance**: Submit one PDF providing a clear, chronological presentation of applicant’s coursework and projects, which may include explanatory text, and should include examples of student work. (If submitting videos, save via Youtube or Vimeo and embed the link in the PDF.) The presentation should reflect the learning arc of the course and/or semester, show linkages between assignments and concepts, and provide evidence of meeting the learning outcomes in the course syllabi. When possible, present a variety of student interpretations of assignments, such as documentation of class exhibitions, as well as outstanding individual examples. Applicants for Full-Time Tenure and CCE should provide evidence of curricular innovation, highlighting coursework that they developed or adapted and any other contributions they have made to curricular development in the department.

- **Documentation of Professional Work**: Submit one PDF offering a clear, concise overview of applicant’s work. Images (or other relevant documentation) should be included, along with any supporting materials attesting to applicant’s professional accomplishments. (If submitting videos, save via Youtube or Vimeo and embed the link in the PDF.)

- **Letters of Recommendation**: A minimum of two letters of recommendation should be provided by applicants for Full-Time Tenure and CCE.
Please feel free to consult the PRC chair with questions about the faculty action process.

PRC MEMBERSHIP ELIGIBILITY AND TERMS

- Seven elected members from the full-time and part-time faculty statuses shall comprise the department’s peer review committee (PRC). Ideally, the committee should be representative of all of Foundation’s four disciplines;
- All faculty – irrespective of status – with three (or more) years of service in the department are encouraged to submit their names for election, and serve on the PRC;
- PRC elected terms are for three years. Faculty may serve for as many terms or successive terms as they are duly elected for;
- Any faculty member wishing to apply for a rank or status change should not submit their names for election, or should step down, if elected, from service on the PRC during the year in which their application for status change is being reviewed;
- Elections for service on the PRC shall be conducted at the earliest possible date in the fall.

PRC STANDING RULES

- The PRC believes that representation from each of the four disciplines makes for a stronger committee. While voting and serving are voluntary, the PRC will indicate which disciplines are not represented so that faculty may consider this when making their selections.
- Upon the election of new members, the newly constituted PRC committee elects a chair at its first meeting. The meeting is convened and charged by the previous chair. Election of the chair may be conducted by secret ballot.
- The PRC committee adheres to the criteria and standards of evaluation established in this document (distributed to department faculty in the Spring of the prior year). The new committee may not establish additional criteria or standards prior to or during its Fall review.
- Each committee may establish rules of order for conducting meetings (i.e. the order of business, election of the chair, motions, voting procedure etc.)
- The PRC will convene in Spring semester to review PRC Guidelines (this document). All changes to the PRC Guidelines (this document) are subject to review and written comment by faculty for a period of two weeks in the Spring Semester. Written comments will be collected and the PRC will convene to consider the comments and further modification of the proposed PRC Guidelines. If there are no comments, the proposed PRC Guidelines will go into immediate effect after the two-week comment period.
INTERFOLIO PROCESS

For submitting applications, faculty are now required to use the online Interfolio platform:
www.interfolio.com

The following information from Pratt Institute about Interfolio is provided for applicants’ reference and includes contact information for technical assistance. Please note the text below was not written by the PRC. If further questions about Interfolio or the faculty action process, contact your PRC chair.

Interfolio at Pratt Institute

Try out Your Dossier

Your Interfolio Dossier is a free account set up for you through your Pratt email. Your account is private to you, accessible at any time, and allows you to gather, organize, and prepare materials for when you apply for a Faculty Action (reappointment, promotion, change of status, or tenure). To try your Dossier:

1. Go to www.interfolio.com
2. Do not make a new account or sign in with your email the first time you access your account. Instead, sign in by searching for Pratt Institute as a partner institution or by clicking Google and choosing your Pratt email account.
3. Enter your OneKey credentials.
4. Go to Dossier. There’s a Dossier Quick Start Guide at the bottom of the page.

You can keep your Dossier for life without charge regardless of whether you stay at Pratt. Your Dossier account includes several features that should make it easier to organize and understand reviews—before, during, and after any formal deadlines.

From within your Dossier you can:

- preview your department’s application template for Faculty Actions to review requirements and prepare for future applications;
- store documents, images, videos, and links to online work in your account;
- request and store reusable letters of recommendation, submitted directly by the letter writer to Interfolio and kept confidential;
- organize your materials into “collections” for different purposes—for example, fellowship applications, tenure reviews, or grants; and
- reuse previously submitted/assembled materials when participating in formal reviews through Interfolio.

Viewing Your “Case”

To apply for Faculty Actions this academic year, email your Peer Review Committee Chair to inform them of your intent to apply. The Peer Review Committee Chair will initiate your application “case.” When they open a case for you, you will receive an email notifying you that a review has been initiated on your behalf. Select “View Case” in the email and you will be taken to your account home page. It’s easy to transfer any materials in your Dossier to your application case.

Please be aware that Interfolio uses the term “Review, Promotion & Tenure,” but at Pratt we refer to it as the Faculty Actions process. Faculty Actions include
reappointments, promotions, changes in status, tenure, faculty emeritus, and sabbatical applications.

**About the “Append and Affix” Process**
As your case moves through the Faculty Actions process, you will have the opportunity to append and affix at each administrative level, in accordance with Article 16 of the CBA. So, as your chair, dean, and provost issue and share their letters about your application, you will have the opportunity to append and affix any response. Information on how to do that will be communicated with the shared letters.

**Recommended Browsers for Interfolio**
To make sure you have the best experience possible, Interfolio recommends using the latest versions of Google Chrome, Mozilla Firefox, Safari, or Internet Explorer (10 and above).

**Getting Help**
For questions related to Interfolio’s Review Promotion & Tenure or Dossier, Interfolio provides a robust library of help articles on its website, [www.interfolio.com](http://www.interfolio.com) -- including:

- Quick Reference Guide to Dossier Institution
- Best Practices and Resources (Video)
- Candidate’s Guide to Interfolio Review Promotion & Tenure
- For Review, Promotion, and Tenure Candidates
- Manage Your Dossier Materials
- Dossier Help Articles
- Use Guidelines to Prepare for Reviews
- Help for Sharing and Receiving Feedback on Dossier Materials

Interfolio’s Scholar Services Team also provides comprehensive, one-on-one help. Email them at [help@interfolio.com](mailto:help@interfolio.com) or 877.997.8807 (9 AM–6 PM Eastern Time, M–F) if you have any technical issues with the tool or software while working on your application. The Scholar Services Team is best equipped to help with issues related to uploading docs, image size, formatting problems, etc.

If you have questions regarding criteria, process for review, timeline, etc., please contact your Peer Review Committee Chair.