

*School of
Art & Design*

Associate Degree Programs

*Faculty Peer Review
Committee*

Policy for the Promotion &
Change in Status of the
AOS / AAS Department Faculty

Introduction

All terms and conditions of faculty employment are officially stated in the current contract negotiated by Pratt Institute and the United Federation of College Teachers (UFTC). As stipulated in that contract, the faculty of each department shall set up appropriate procedures for appointment, reappointment, promotions and tenure.

The following are the AOS/AAS policies for consideration of promotion and change of status from terms of initial employment. Faculty members are hired at the discretion of the Chairperson and with the approval of the Dean and Provost.

Procedures

The Associate Degree Programs Committee for the Appointment, Reappointment, Promotions, and Tenure (Faculty Peer Review Committee) is the department's official representation of faculty for all procedures concerning faculty actions.

The Faculty Peer Committee has the authority to approve or deny applications for promotion and change in status based on the criteria set forth herein.

1. The Committee submits its recommendations to the Department Chairperson.
2. The Chairperson in turn submits his approvals or denials to the Dean.
3. The Dean makes his recommendations to the Provost.
4. Final approval of all faculty actions is determined by the Board of Trustees.

2013-2014 Committee Members

Mark O'Grady (Chair)

Definition of Terms

There are two key terms which apply to faculty appointments: Rank and Status

Rank indicates academic level. At Pratt the ranks are Instructor, Assistant Professor, Associate Professor, and Professor, An upgrade in rank is referred to as a Promotion.

Status indicates employment level. Status titles are Visiting, Adjunct, Adjunct with CCE, Full-time, and Full-time Tenured. Each semester, Visiting faculty may teach a maximum of two 3-hour studio courses. Adjunct faculty may teach a maximum of three 3-hour studio courses. Full-time faculty must teach a full load of five 3-hour studio courses. An upgrade in status is referred to as a Change in Status.

Simultaneous applications for a Promotion in Rank and a Change in Status may be permitted.

Criteria for Promotion

Promotion to Assistant Professor. Normally three to five years of excellence in teaching at the Instructor level in the AOS/ AAS Program, the terminal degree or its equivalent, and an active record of professional accomplishments and service to the institution.

Promotion to Associate Professor Normally four to six years of excellence in teaching at the Assistant Professor level in the AOS/ AAS Program, with a consistent record of service to the institution, and with definite signs in the professional record that the applicant is on the way to becoming a recognized leader in his or her field.

Promotion to Professor. Four to six years of excellence in teaching the Associate Professor level with significant record of service to the institution and with a professional resume that establishes clear and recognized leadership in the faculty member's field.

Conferral of Tenure and the CCE. Tenure or the CCE may be conferred on those faculty members who have met the current probationary requirements and who demonstrates the highest level of achievement in their teaching and their professional field, have a significant record of service to the institution, and whose expertise is appropriate to the long-range needs of the AOS / AAS

department, the School of Art & Design, and Pratt Institute.

Criteria for Change in Status	<p>Application for a change in status</p> <p>Visiting to Adjunct Status not available academic school year 2013-2014</p>
--------------------------------------	---

Supported Materials	<p>Complete supporting materials are vital to the review at entry level of the process. Clarity is essential in preparing these materials. Remember that some of the people reviewing these may not be familiar with every area of professional expertise represented within the School of Art & Design.</p> <p>At a minimum, a publication for promotion or change in status should include:</p> <ol style="list-style-type: none"> 1. Letter of application clearly stating the desired promotion and/or change in status. 2. A current resume complete, up-to-date record of the faculty member's educational, employment, professional, and service record. 3. Letters of recommendation from Pratt teaching colleagues and professional peers. 4. Evidence of teaching performance to include only departmental copies of Pratt student evaluations available if requested at least four (4) business days in advance, examples of student work and other relevant documentation, etc. 5. Evidence of professional activity to include item such as slides, current CVs/ websites or example of current work, copies of publication and articles, commissioned prototypes, exhibition catalogs, posters, reviews, citations, lecturers, performance, etc. (No CDs) <p>Applications for Tenure and CCE also should include a minimum of two letters of reference from established non-Pratt-affiliated professionals who can speak to the applicant's contributions to his or her area of expertise.</p>
----------------------------	--

Schedule of Action

Strict deadline observance is perhaps the most trivial yet the most important part of the procedure. Missing a deadline is the simplest technicality that will cause your application to be disregarded.

Application and supporting materials Deadline

Wednesday, October 16 at 4:00 p.m. to the PEER Committee

November 7 PEER Committee's recommendations due to Chairperson.

December 5 Chairperson's recommendations due to the Dean

February 6, 2014 Dean's recommendations due to Provost

May 8 Faculty notified of determination

Questions??

All questions should be addressed to members of the Committee. Two (2) mailboxes have been reserved for all written inquires to the Peer Review Committee. Do not send e-mail or fax concerning these matters to anyone but the Peer Committee.

Address all correspondence to:

Faculty Peer Review Committee
Associate Degree Programs
Pratt in Manhattan
144 West 14th Street, 3rd Floor
New York, NY 10001