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 their approvals or denials to the Dean.
3. The Dean makes his recommendations to the Provost.
4. The Board of Trustees determines final approval of all faculty actions.
2019-2020 Committee Members

(Charles) Stewart Parker (Committee Chair),
Members: Mark O'Grady, Jamie Powell, Vicki Vebell, Yisun Rho
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. 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 at 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 and Pratt Institute.
Criteria for Change in Status

Visitor to Adjunct Status:

Minimum 8 Continuous Semesters in the AOS/AAS Programs. Time served alone is not a guarantee of advancement.

Support Materials

All support materials will be submitted online at www.interfolio.com. Once you have notified the AOS/AAS FPRC Chair of your 'Intent to Apply' you will be given access to 'Interfolio' in order to upload all support materials. Please login to 'Interfolio'.com to review all required documents. Below is a brief overview/summary.

Complete supporting materials are vital to the review of all applications. 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.

At a minimum, an application for promotion or change in status should include:

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** (at least 2) from Pratt teaching colleagues and (at least 2) professional peers outside of the Pratt community.
4. **Evidence of teaching performance** to include only departmental copies of Pratt student evaluations available if requested at least five (5) business days in advance, examples of student work and other relevant documentation, etc.—not other educational institutions.
5. **Evidence of professional activity** to include items such as, current CVs, websites, images of current work, copies of publication and articles, commissioned prototypes, exhibition catalogs, posters, reviews, citations, lecturers, performance, etc.
6. 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.

Schedule of Action

Deadlines are strictly observed. Missing a deadline is the simplest technicality that will cause your application to be disregarded.

All application and supporting materials must be submitted online at ‘Interfolio.com’.

DEADLINE: Friday, OCTOBER 11 to AOS.AAS section of ‘Interfolio’.

Faculty Peer Review Committee Associate Degree Department Pratt Institute
19-2020 Faculty Actions Calendar

SUMMARY

SEPTEMBER
FRI 20 SABBATICALS, Sabbatical Abstract Faculty Request to Provost

OCTOBER
FRI 4 SABBATICALS, Faculty Request to Chair
FRI 11 SABBATICALS, Chair to Dean
FRI 18 SABBATICALS, Dean to Provost
PROVISIONAL SUGGESTED DATES TBD BY PEER REVIEW COMMITTEE CHAIR

SEPTEMBER INTENT TO APPLY FACULTY to PRC CHAIR
FRI 6 CCE for ADJUNCT FACULTY, Faculty to Peer Review Chair
CHANGE OF STATUS, Faculty to Peer Review Chair
EMERITUS STATUS, Faculty Recommendations to Peer Review Chair
PROMOTION, Faculty to Peer Review Chair
REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Chair
TENURE, Faculty to Peer Review Chair

SEPTEMBER SCHOOL OF ARCHITECTURE
MON 16 CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee
CHANGE OF STATUS, Faculty to Peer Review Committee
EMERITUS STATUS, Faculty Recommendations to Peer Review Committee
PROMOTION, Faculty to Peer Review Committee
MON 30 REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Committee
TENURE, Faculty to Peer Review Committee

OCTOBER ALL OTHER SCHOOLS (6 weeks to apply)
FRI 18 CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee
CHANGE OF STATUS, Faculty to Peer Review Committee
EMERITUS STATUS, Faculty Recommendations to Peer Review Committee
PROMOTION, Faculty to Peer Review Committee
REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Committee
TENURE, Faculty to Peer Review Committee

NOVEMBER SCHOOL OF ARCHITECTURE SUBCOMMITTEE (4 weeks to review)
FRI 1 LETTER to Peer Review Committee
CCE for ADJUNCT FACULTY, Sub-Committee to Peer Review Committee
CHANGE OF STATUS, Sub-Committee to Peer Review Committee
PROMOTION, Sub-Committee to Peer Review Committee
REAPPOINTMENT (in 3rd and 5th Year), Sub-Committee to Peer Review Committee
TENURE, Sub-Committee to Peer Review Committee

DECEMBER (SCHOOL OF ARCHITECTURE - 6 weeks to review + thanksgiving week)
2
(ALL OTHER SCHOOLS - 8 weeks to review + thanksgiving week)
FRI 20 CCE for ADJUNCT FACULTY, Peer Review Committees to Chair
CHANGE OF STATUS, Peer Review Committees to Chair
EMERITUS STATUS, Faculty Recommendations to Chair
PROMOTION, Peer Review Committees to Chair
REAPPOINTMENT (in 3rd and 5th Year), Peer Review Committees to Chair
TENURE, Peer Review Committees to Chair

DECEMBER
FRI 20 SABBATICALS, Faculty Notified

JANUARY (4 weeks to review + 2 holiday weeks)
FRI 31 CCE for ADJUNCT FACULTY, Chair to Dean
MARCH (5 weeks to review)
FRI 6 CCE for ADJUNCT FACULTY, Dean to Provost
CHANGE OF STATUS, Dean to Provost
EMERITUS STATUS, Dean to Provost
PROMOTION, Dean to Provost
REAPPOINTMENT (in 3rd and 5th year), Dean to Provost
TENURE, Dean to Provost

APRIL (7 weeks to review)
FRI 24 CCE for ADJUNCT FACULTY, Provost to Faculty
CHANGE OF STATUS, Provost to Faculty
EMERITUS STATUS, Provost to Faculty
PROMOTION, Provost to Faculty
REAPPOINTMENT (in 3rd and 5th year), Provost to Faculty
TENURE, Provost to Faculty

MAY
FRI 15 CCE for ADJUNCT FACULTY, Faculty Notified BOT Approval
CHANGE OF STATUS, Faculty Notified BOT Approval
EMERITUS STATUS, Former Faculty Notified BOT Approval
PROMOTION, Faculty Notified BOT Approval
REAPPOINTMENT (in 3rd and 5th year), Faculty Notified BOT Approval
TENURE, Faculty Notified BOT Approval
Questions?? All questions should be addressed to members of the Committee.

Do not send e-mails concerning these matters to anyone but the Peer Committee.