

Pratt Institute School of Architecture

**Faculty Review Committee
HANDBOOK**

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Dear Fellow Pratt School of Architecture Faculty Members:

Attached you will find the first edition of the Pratt Institute School of Architecture Faculty Review Committee Handbook. This long-overdue publication represents the efforts and contributions of some dedicated faculty members and members of the Dean's office alike over the course of several months.

The intent of this publication is not only to meet the requirements of the NAAB Accreditation Committee but also to meet the faculty review requirements as stated in the Collective Bargaining Agreement between the Administration of Pratt Institute and the United Federation of College Teachers, AFL-CIO.

Most importantly, though, it is intended to assist and serve as a guide for those faculty members of the School of Architecture seeking promotion and/or change in rank as well as to clarify procedures and criteria.

While this handbook is by no means perfect, it is a first step in improving the review process. It will require the support of all faculty to make this document and the review process better.

Your questions and recommendations are welcome.

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OUTLINE:

A. Faculty Evaluation Committee:

1. Purpose, (see Collective Bargaining Agreement)
2. Structure/ composition
3. Selection
4. Review/Report
5. Files/Records

B. School of Architecture Guidelines for Faculty Appointments, Status Change, Promotions and Tenure

1. Definitions and Terms
2. Criteria for Promotions (Rank)
3. Criteria for Status Change
4. Recommended Support Materials
5. Application Deadlines
6. Questions

C. Eligibility/Qualifications

1. General, (conformance with the Collective Bargaining Agreement)
 - a. Student Evaluations
 - b. Self-Evaluations
 - c. Curriculum and Applicant Relevance
2. Sabbatical
3. Appointment/Reappointment

D. Procedures

1. Applicant Submissions
 - a. Curriculum Vitae
 - b. Self evaluation
2. Faculty Evaluation Committee
3. Faculty

E. Review Process, (refer to previous format and CBA).

1. Schedules/Calendar.
2. Applicant Responsibilities
3. Faculty Evaluation Committee Responsibilities
4. Administration Responsibilities
5. Faculty Responsibility

F. Appendix

1. Current Activities Form
2. Faculty Review Committee Organization and Assessment Chart
3. Application Check-list
4. Dates, submission deadlines
5. CBA Contract and Faculty Handbook

A. Faculty Review Committee

1. Purpose

- a. To meet accreditation requirement for the School and Institute.
- b. To comply with the Collective Bargaining Agreement.
- c. To provide a fair system and process for advancement of faculty within the School of Architecture.
- d. To publish, distribute and maintain an understandable and clear handbook for faculty review.
- e. To meet the curriculum needs of the School of Architecture.

2. Structure / Composition

- a. The Faculty Review Committee shall consist of 3 full-time tenured faculty, 2 part-time faculty, and 1 optional area faculty, (GP & CM/FM only).
- b. The Committee shall appoint a Chair to serve for a three-year term.
- c. Review Teams (at the 3rd year, at the 6th year, tenure, and CCE) for each full-time applicant shall consist of the following.
 - 1 member from the FRC.
 - 1 member selected by FRC.
 - 1 member selected by applicant.
- d. Review Teams for each part-time applicant.

3. Selection

- a. Faculty Review Committee members shall be selected from full-time and adjunct faculty and shall be nominated and seconded by the Faculty Governing Group. Members shall be elected in the spring term by the faculty and shall each serve for three years in staggered terms.
- b. Any faculty member who cannot or does not wish to serve may recuse themselves.
- c. The Faculty Review Committee must replace any member of its committee if that member cannot fulfill his or her duties or if that member is applying for advancement, in which case the Committee shall appoint a temporary replacement to fulfill its requirements.
- d. No one committee can adequately evaluate all the diverse faculty in the School of Architecture. Therefore, each candidate shall have a team of three assigned. Each team shall consist of the following.
 - One member from the Faculty Review Committee,

- One member from the faculty at large chosen by the Committee,
 - One faculty member at-large chose by the applicant.
- e. Rank and Status shall be commensurate with the applicant.

4. **Committee Review / Report Process**

- a. The Committee shall review all part-time and full-time applications for change in status, rank, CCE, Tenure and re-appointment of existing faculty.
- b. The Committee shall determine the completeness of the candidate's application and advise the candidate of any information that must be yet submitted prior to the deadline.
- c. The Committee shall determine if the candidate is eligible for the advancement position sought.
- d. The Committee shall take into account, through consultation with the chairs and other faculty, the curriculum and department needs in considering candidate applications.
- e. The Committee shall schedule and oversee the following Team review duties in accordance with Article XVI of the CBA.
 - Determine that all required materials are submitted, self-evaluation, student evaluations, current activities form (attached).
 - Visitation of candidate's classes by faculty and members.
 - Collect, File and Secure applications in accordance with CBA requirements.
 - Team members may maintain their own personal notes of each applicant. However, those personal notes may not be made available to the applicant.
 - A written report of its recommendations by the Team to be submitted to the Committee.
 - The Committee shall review the team reports and shall add, if necessary, its comments onto the team report.
- f. Committee reports for each eligible candidate are, accordingly, reviewed by the department Chair and Dean.
- g. The Dean, accordingly, passes along the School's application recommendation of the individual candidate to the Provost's office in accordance with the CBA.

- h. The Provost, in turn, prepares and submits a letter of recommendation to the Institute's Board of Trustees for their decision.
- i. When evaluations of full-time non-tenured faculty are required:
 - Evaluations of faculty are after three complete years of teaching and during their sixth year of teaching.

5. Files / Records

- a. The School administration shall assign a dedicated space and provide secure lockable files for the Faculty Review Committee's records and files in accordance with the CBA.
- b. The Faculty Review Committee shall maintain these files and provide required faculty and applicant security and privacy with all related documentation.

B. School of Architecture Guidelines for Faculty Appointments, Status Change, Promotions and Tenure

These guidelines are intended to assist the School of Architecture faculty in applying for re-appointments, changes in status, promotion and tenure. These guidelines are not intended to replace or otherwise contravene any requirement of the current UFCT collective bargaining agreement (CBA). Faculty members are urged to review the current UFCT agreement and to consult with the Faculty Review Committee before applying for re-appointment, change in status, promotion and/or tenure.

1. Definition and Terms

- a. There are two key terms which apply to faculty appointments: Rank and Status
- b. **Rank:** Indicates academic level. At Pratt Institute the ranks are: *Instructor, *Assistant Professor, *Associate Professor, *Professor.

Normally, faculty with no prior teaching experience are appointed at the rank of instructor. Subject to the approval of the Dean and the Provost, faculty with prior college level experience may be appointed at rank last held at their previous institution.

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

- c. **Status:** Indicates employment level. At Pratt Institute status titles include:
 - *Visiting: part-time*; teaching load limited to 50% of full-time.

- *Adjunct: part-time*; teaching load limited to 75% of full-time.
- *Adjunct with CCE*: Adjunct with Certificate of Continuing Employment.
- *Full-Time*: Currently scheduled at the undergraduate level for 12 contact hours of lecture or 15 contact hours of studio; and at the graduate level for 11 contact hours of lecture or 12 contact hours of studio.

An upgrade in status is referred to as a **Change in Status**.

- d. Depending on your Department, simultaneous application for promotion in rank and a change of status may be permitted.

Below is a summary of the above:

Rank	Status
Instructor	Visiting (1/2 Load, 6 CH)
Assistant	Adjunct (3/4 Load, 9 CH)
Associate	CCE (3/4 Load, 9 CH)
Full	Full-Time w/o Tenure (Full Load, 12 CH)
Distinguished/Emeritus	Full-Time with Tenure (Full Load, 12 CH)

2. Criteria for Promotion (Rank)

- a. **For Promotion to Assistant Professor**
- **Academic Credentials:** Given the movement of academia toward the master as the first terminal degree, an applicant is strongly recommended to have obtained a Master' of Architecture or allied field (such as landscape or urban design) as well as the accredited degree allowing him/her to practice within their profession. History/theory faculty are strongly encouraged to have embarked on a doctoral program or equivalent study through fellowship etc
 - **Teaching:** The applicant should have a minimum of three years of excellence in teaching at the instructor level at Pratt, with credit allowed upon committee review for teaching experience gained elsewhere. This excellence may be demonstrated through student evaluation forms and through samples of student work, documented with credit to the student author and a complete description of the course and particular assignments represented.

- **Service:** The applicant shall have demonstrated service to the Institute through participation in required committee meetings, curriculum coordination etc. Further service in the form of participation in School, Institute, or related professional functions (such as Institute, AIA or Van Alen Institute committees) is encouraged.
 - **Professional Accomplishment:** The applicant shall present an active record of professional accomplishments. In the case of a designer, professional accomplishment would mean active involvement in his/her profession and professional organization as a designer. Portfolio might include competitions and published projects as well as executed works. For an artist or craftsman, professional accomplishments would require an active, or promising exhibition record. For the historian, the professional record should include publications and other evidence of professional research.
- b. For Promotion to Associate Professor –**
- **Academic Credentials:** Faculty are normally expected to have obtained a masters' degree and licensure in their field.
 - **Teaching:** The applicant would normally demonstrate four to six years of excellence in teaching at the Assistant Professor level. This excellence may be demonstrated through student evaluation forms and through samples of student work, documented with credit to the student author and a complete description of the course and particular assignments represented.
 - **Service:** Applicants of all status are expected to demonstrate a consistent record of service to the institution including course coordination meetings, juries, portfolio reviews, and other diverse activities such as attendance of the lecture series. Observed increased service shall be part of the evaluation and range of contributions. Full time and Adjunct Faculty are expected to have actively participated in one or more School committees per term and to have attended all appropriate faculty meetings and other school functions series. Full time Faculty are expected to have played an active role on the departmental level in academic and student affairs.

- **Professional Accomplishment:** Faculty should demonstrate definite signs in their professional record that they are on the way to becoming a recognized leader in their field. Accomplishments may include written, built, or speculative work.
- c. For Promotion to Professor -**
- **Academic Credentials:** Faculty are expected to have obtained a masters degree and professional licensure in their field. Scholarly faculty normally should hold a doctorate degree or its equivalent.
 - **Teaching:** Applicants are normally expected to have demonstrated four to six years of excellence in teaching at the Associate Professor level. This excellence may be demonstrated through student evaluation forms and through samples of student work, documented with credit to the student author and with a complete description of the course and particular assignments represented.
 - **Service:** Applicants should demonstrate significant service to the Institute either through a record of service to the institution by normal channels such as committee work and/or by unique contributions such as garnered grants. Full Time and Adjunct faculty are expected to have a record of responsive and responsible participation in the regular course of departmental activities.
 - **Professional Accomplishment:** The applicant shall have a professional resume' that establishes clear and recognized leadership in the faculty member's field such as published awards and contributions to his/her specific discipline.

3. Criteria for Change in Status

- a. From Visiting to Adjunct Status –** It must be shown that the teaching skills and professional accomplishments of the faculty member are broad and appropriate to the present and long-range needs of the Department and the School of Architecture. The faculty member should demonstrate a willingness to fulfill the increased commitment in teaching and service, which an Adjunct appointment may carry including evidence that he/she has the capability to teach the maximum load required for change of status. The applicant should also have a growing and promising record of

achievement in his/her academic or professional area of expertise.

- b. From Part-time to Full-time Status** – In accordance with the CBA, the Department must undertake a national search for the full-time position created at the school and institute level. While Change in Status is not tied to seniority, seniority may be a factor in determining a candidate's qualifications. It must be shown that the teaching skills and professional accomplishments of the faculty member are of a level appropriate to the present and long-range needs of the Department, the School of Architecture and the Institute. The Department must also justify the need for an increase in the number of Full-time faculty, and demonstrate how the candidate will fulfill the strategic goals of the Department.

The faculty member should demonstrate a willingness to fulfill the increased commitment in teaching, service and professional activity required of full-time faculty. The applicant should also have a clear record of achievement in his/her professional or academic area of expertise that is recognized outside of the Institute.

- c. Conferral or Tenure and the CCE** – Tenure or the CCE may be conferred on those faculty members who have met the current probationary requirements and who demonstrate the highest level of achievement in their teaching and their professional field, have a significant record of service to the Institution, and has expertise appropriate to the long-range of their department, the School of Architecture and the Institute. Tenure will be granted or denied an applicant in keeping with the criteria of their rank as described above. The application process for tenure is described in detail in article XXIV pages 29 of the CBA.

4. Recommended Support Materials

Complete support materials are vital to the proper review at every level of the process. Clarity is essential in preparing these materials. Remember that some people reviewing the material may not be familiar with every area of professional expertise represented within the School of Architecture.

At a minimum, an application for promotion or change of status must include the following:

- Letter of Application: clearly stating the desired promotion and/or change in status.
- A Current Resume': complete, up-to-date record of the faculty member's educational, employment, professional and service record.
- Evidence of Teaching Performance: to include copies of student evaluations, (if available), examples of student work, etc. For Change of Status faculty must submit evidence in the form of outlines or syllabi that they have the capability, expertise and academic interest to teach the maximum load required at the new status. These courses must be consistent with the needs of the curriculum, especially with respect to required courses.
- Evidence of Professional Activity: to include items such as slides or examples of current work, copies of publications and articles, commissioned prototypes, exhibition catalogues, reviews, citations, lectures, performances, etc.

Professional Support Material

- Built Work: Buildings that have been designed and completed by the candidate alone or in partnership, or as a part of a team in a larger firm.
- Published Work: The work of the candidate published in books, magazines, periodicals, and/or professional journals.
- Exhibited Works: The work of the candidate should be published or documented.
- Books, Activities, Grants: The candidate should have published work.
- Professional Awards: The candidate should be recognized by peers within his/her own field.
- Activity in Organizations: The candidate should have active membership in a professional organization, i.e., AIA, The Architecture League, etc., and have attended professional lectures, symposiums, conferences, etc.

Academic Support Material

- Published Works: The candidate should have published papers, articles, and/or have received grants.
- Exhibits: The candidate should have organized student or faculty exhibits.
- Lectures, Symposiums, Conferences: The candidate should have taken part.

- **Research:** The candidate should be able to demonstrate through his/her published work that he/she has done some type of research on the professional academic level.
- **Service to the School:** The candidate should have taken part in: Committee, Initiatives and Research.
- **Academic Organizations:** The candidate should have taken part in campus organizations, i.e., Faculty Senate, Board of Trustee, Search Committee, etc.

Applications for Tenure and CCE include two letters of reference chosen by the applicant who can speak to the applicant's contributions to his/her area of expertise and two letters of review from established non-Pratt-affiliated professionals chosen by the Committee who have the expertise and background to render an opinion on the applicant's application.

5. Application Deadlines

- a. Application deadlines are established and published by the Department of the Faculty Review Committee. Typically materials need to be received by the third Friday in October. Please refer to Academic Calendar
- b. All submissions to be made to Dean's assistant who will also interface with the Faculty Review Committee.
- c. Review support materials checklist in appendix prior to submission.

6. Questions

The Promotion and Change of Status process should not be mysterious. Questions should be addressed to the Faculty Review Committee or the Department Chair.

7. Eligibility/Qualification

- a. **General (Conformation to the Collective Bargaining Agreement)**
 1. The Institute and the School of Architecture are mandated to conform to The Agreement Between the Administration of Pratt Institute and The United Federation of College Teacher, AFL-CIO.
 2. The Applicant and the entire faculty should become familiar with the CBA with special attention to Articles XV and XVI. This handbook is not intended to supersede or substitute in any way the conditions or articles of the CBA.
 3. The School of Architecture shall also maintain current status of all faculty in order to verify eligibility and proper promotional sequencing of applicants. While specific

personal information is available to the applicant, general status of all faculty shall be withheld from the individual applicant.

- Part of the qualifications process shall also include the accumulated review of student evaluations of the applicant by the team and the Faculty Review Committee. See copy of student evaluation form in appendix.
- The School of Architecture is instituting a process for self-evaluations in an effort to meet certain CBA and Accrediting Agencies requirements. Toward this end, all faculty are required to submit a completed "Current Activities Form (see appendix), to update not only the Faculty Review Committee and its teams but also curriculum coordinators.
- The applicant must be mindful of the School of Architecture's need to integrate the applicant's background and proposed status/rank change. The degree in which their relevance strengthens the school's current and projected curriculum shall be an influencing factor.

8. **Sabbatical**

- Please refer to page 28 of 36 of the Collective Bargaining Agreement.

9. **Appointment/Reappointment**

- Please refer to page 8 of 36 of the Collective Bargaining Agreement.