Applications Guidelines

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1. Overview

These guidelines were developed to assist Department of Digital Arts faculty applying for promotions, reappointments, tenure and/or changes of status. The criteria for evaluating applications for these academic actions have been determined by DDA faculty members of the PRTS Committee in consultation with the Pratt Union Contract (as of Spring 2017, viewable at www.pratt-union.org/documents/contract/)

2. Definition of Terms “Rank” and “Status”

There are two kinds of faculty appointments: RANK and STATUS

Rank is a title of academic (instructional) level. These are: Instructor, Assistant Professor, Associate Professor, and Professor

Promotions in Rank enhance academic credentials and can offer a higher rate of pay. Those with no prior teaching experience or Rank are most often initially appointed at the Rank of Instructor. Those with prior academic appointments are initially appointed at the same Rank they last held.
Status is a title of employment (Institutional) level. These are:
Visiting, Adjunct, and Full-time. Status also includes Tenure and CCE (Certificate of Continuous Employment).

Changes in Status increase teaching load limits and enhance employment benefits. Refer to the Pratt Union Contract for details.

An upgrade in Rank is a ‘Promotion’
An upgrade in Status is a ‘Change of Status’

3. Eligibility for Academic Actions

Note: see also the attached visual graph illustrating minimum time requirements for each action

CHANGE OF STATUS
From Visiting to Adjunct: A minimum duration of 4 out of the 5 last semesters teaching in DDA fully completed at the time of application.
From Adjunct to CCE, as stated in Article 23.1 of the Pratt Union Contract: “Prior to the completion of ten (10) semesters of service (as an adjunct)” the faculty should apply for CCE status.

PROMOTION IN RANK
From Instructor to Assistant Professor: A minimum duration of 6 out of the last 7 semesters teaching as an Instructor completed at the time of application.
From Assistant Professor to Associate Professor: A minimum duration of 8 out of the last 9 semesters teaching as an Assistant Professor completed at the time of application.
From Associate Professor to Professor: A minimum duration of 8 out of the last 9 semesters teaching as an Associate Professor completed at the time of application.

REAPPOINTMENT
Full-time faculty without tenure are expected to request reappointment in a letter of intent during their 3rd and 5th years of employment. This serves to confirm the continuation of their current teaching appointment, and serves as a record of academic development and achievement. The 3rd and 5th year reappointment applications are
also opportunities for the Committee to provide feedback about the strengths and weaknesses of the applicant’s developing tenure application.

TENURE
From Pratt Union Contract Article 16.5: “Faculty will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year.”

Tenure-track full-time faculty are required to apply for tenure in their 7th year of full-time employment at Pratt. All applicants must demonstrate their eligibility for requested academic actions by providing official documentation from the Institute. Please consult the Human Resources Department to obtain a copy of your work records to be included with your letter of intent. This will serve as proof of the semesters taught at Pratt Institute. The Human Resource Office is located on the 2nd Floor of Myrtle Hall and is open Monday–Friday 9 AM–5 PM. Contact: 718-636-3787, hr@pratt.edu

4. Criteria for Evaluating Applications

For all academic actions (change of status, promotion, reappointment, and tenure), the committee considers the following three areas of accomplishment of the petitioning faculty:

NON-TEACHING PROFESSIONAL ACTIVITIES
Applicants should be active contributors to their field, with a record of relevant exhibitions, publications, screenings, commercial work, public lectures, panels, collaborations, jury participation, curation, residencies, grants, awards, workshops, reviews, catalogues and/or any other relevant activity contributing to the discourse around the digital arts and theory.

TEACHING
Broad teaching skills are typically favored over narrow. In the application materials, faculty should illustrate for the committee their range of teaching experience and skills, with particular emphasis on those most useful to the department. If not otherwise obvious, explain how DDA can benefit from those skills. It is suggested that applicants demonstrate the ability to teach at least three different department courses in order to be considered for any academic action. Additionally, the committee should see these various skills reflected in the applicant’s professional creative work.
As a caveat to the above paragraph, the criterion of demonstrating “ability to teach three different department courses” may be flexible in certain circumstances. Because our department depends on faculty with strong professional experience, there may arise a case where a faculty member has taught only one course for the required amount of years, has done so effectively, has maintained an active professional career, and has no desire to teach more than that single course. This faculty may simply wish to be given a raise in pay; in which case, the appropriate academic action to apply for would be a promotion in Rank. In this situation, the faculty member should notify the PRTS committee of their desire to be judged with greater emphasis on their professional record.

SERVICE TO THE INSTITUTE
Applicants should display a long-term commitment to the department and institution, including but not limited to participation in any extracurricular activities, committees, events, and reviews.

*Note: In general, the higher the rank or status sought the more stringently the criteria will be applied. Applications for simultaneous promotion and change of status are permitted. The goals and staffing priorities of the department will further effect the way criteria are applied.*

5. Materials Suggested for All Academic Actions

Faculty applying for all academic actions are advised to submit a dossier with the following:

- Letter of intent
- Resumé
- Samples of Personal and/or Professional Work and Student work Uploaded Digitally on a secured server.
- Other Documentation of Personal and/or Professional work (such as Publications and Articles)
- Teaching Evaluations (contact the DDA Administrative Assistant for access)
- Several Course Syllabi, including Sample Assignments (list course number, course title and semester)
- Documentation of Institute Service
- Documentation of Pratt Employment History, including Appointment, Promotion, and Change of Status dates
The following are advised for Full-time Tenure actions, and optional for other cases:

- Teaching Philosophy
- Artist Statement
- External Letters of Recommendation
- Dean’s Letter of Appointment (Full-time Tenure actions only)

6. Schedule of Procedures

The procedural schedule for Promotion, Reappointment, Tenure and Change of Status applications will be provided in a notice to all faculty from the PRTS Committee, each year. This schedule will include such information as the deadline for receipt of applications and all supporting materials, and the approximate schedule for actions on applications. Typically an announcement goes out to all DDA faculty at the beginning of the Fall semester. The PRTS committee meets to review applications in November, then submits recommendations to the chair by December 1st. After review by the PRTS Committee, the application is reviewed by and a recommendation is made by, in this order: the Department chairperson, the school’s dean, and the provost. For each of these stages, the reviewer makes his/her recommendation by a specific date, and must provide a copy of that recommendation to the applicant. The process typically concludes in April of the Spring semester, with notification from the provost, and the faculty starts employment at the new rank and/or status the following Fall semester. If the applicant so wishes, the applicant can officially contest or respond to a recommendation at any stage.