

# Committee for Promotions, Reappointments, Tenure and Changes of Status (PRTS)

Department of Digital Arts  
School of Art & Design  
Pratt Institute  
200 Willoughby Avenue, ARC, F-10  
Brooklyn, NY 11205

## Application Guidelines

24 June 2009

These guidelines were developed to assist DDA Department faculty applying for reappointments, promotions and/or changes of status. They are based on institutional guidelines provided by the Office of the Provost. Criteria are subject to change. Be sure to obtain the most current publication.

### 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 offer a higher rate of pay.

Those with no prior teaching experience or rank are most often initially appointed as Instructors.

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 and Adjunct (part-time), and Full-time. Status also includes Tenure and CCE.**

Changes in status increase teaching load limits and enhance employment benefits.

**Visiting** faculty may teach up to 50% of a full load. Visiting is like freelancing.

**Adjunct** faculty may teach up to 75% of a full load (below). Adjuncts are eligible for CCE (part-time “tenure”) after five years of continuous service. They are also eligible for sabbatical leave and health plan discounts.

**Full-time** faculty must teach a full load (12 lecture credits –or– 15 studio credits –or– any equivalent combination). Full-time faculty are eligible for tenure, sabbaticals, health plan, and additional institutional benefits.

#### Promotion and Change of Status

An upgrade in rank is a **promotion** (or change of rank)

An upgrade in status is a **change of status**

### Standard Support Materials

Support materials accompanying all applications should include:

**1- a letter of intent, 2- a resumé, and 3- samples of current work and student work.** Requests for a change in rank may require additional support materials as described in this document. Those reviewing your application may not be familiar with your area of expertise. Clarity is therefore essential. This applies to everything, including work samples.

**Note:** As a routine part of the promotion process, the Committee may seek your permission to access your personnel file in order to review student evaluations. If this access is not agreeable to you, please indicate so in your letter of intent.

# PRTS Applications Criteria & Relevant Support Materials

In addition to standard support materials, the following offers specific suggestions relevant to the criteria for the position sought:

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## Promotion in Rank

Applicants for promotions should address these key criteria:

### *Teaching experience*

Current criteria call for the following minimum number of years of employment at current rank:

**Instructor to Assistant Professor:** 3 years of excellence in teaching as an Instructor by date of application.

**Assistant to Associate Professor:** 4 years of excellence in teaching as an Asst. Professor by date of application.

**Associate to Professor:** 4 years of excellence in teaching as an Associate Professor by date of application.

### *Teaching quality*

Teaching excellence is not easily documented. But helpful items might include such things as student evaluations, student work samples, and self-developed course syllabi and projects.

### *Institutional involvement*

Be sure to note any special activities like participation in committees and special projects.

### *Qualifications and/or credentials*

Official criteria call for a terminal degree in the faculty member's field, or the professional equivalent. Describe any academic and/or professional credentials. Include current professional activities, exhibits, published writings, and speaking engagements. Work samples are recommended.

Faculty seeking promotion to a professorial level (such as Assistant Professor) should demonstrate significant professional activity in their field, including such professional activity outside of the Pratt environment. Associate Professor and Professor applicants respectively, should strive to demonstrate emerging and established leadership in their field as well as any technical and/or aesthetic innovation. Supporting materials might include clippings, professional achievements, honors, internal (Pratt) and external (from outside of Pratt) letters of recommendation, etc.

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## Change of Status

### *Criteria for Adjunct status*

#### *Broad teaching skills*

Current criteria call for teaching skills which are broad rather than narrow. Describe the range of teaching skills you possess, with particular emphasis on those most useful to our program. If not otherwise obvious, explain how the Department can benefit from your skills. It is suggested that applicants demonstrate the ability to teach at least three different Department courses.

#### *Long-term institutional commitment*

An increased status level raises the level of commitment between faculty member and Department/Institute. Current criteria require that applicants express a desire to make long-term commitments to the Department/Institute. Applicants are advised to be as specific as possible.

### *Criteria for Full-time status*

#### *Teaching quality*

Similar to promotions, Full-time applicants should address the question of excellence in teaching. Refer to **Promotion in Rank**.

#### *Institutional involvement and commitment*

Also similar to promotions, Full-time applicants should note any special activities like committees and special projects, etc. And like Adjunct above, they should declare their long-term commitment to the Department/Institute.

#### *Qualifications and/or credentials*

Also similar to promotions, criteria for Full-time applicants includes a terminal degree in the faculty member's field, or the professional equivalent. Refer to **Promotion in Rank**.

# PRTS Applications Guidelines

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## Reappointments

Letters of intent are not limited to applications for changes of rank and/or status. Full-time faculty without tenure are also expected to annually request reappointment in a letter of intent. This serves to confirm the continuation of their current teaching appointment, and serves as a record of academic development and achievement. At a minimum, the continued satisfaction of the criteria for their current positions should be demonstrated in this letter. It is recommended that relevant supporting materials are also provided.

## Criteria Considerations

For promotions in general, the higher the rank sought the more stringently the criteria are applied. Applications for simultaneous promotion and change of status are permitted. In such cases, criteria for both categories may be more stringently applied. The goals and staffing priorities of the Department will further effect the way criteria is applied. Flexibility is more likely where it might further Department/Institute goals.

## Schedule of Procedures

The procedural schedule for promotion, reappointment, tenure and changes 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. *See Academic Actions section of these guidelines.*

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## Committee Guidelines

24 June 2009

### Formation of the Committee

1. The PRTS committee will consist of 5 current DDA faculty members.
2. Faculty members are elected into the PRTS committee for 2 year terms.
3. Elections are held each year to ensure that there are 5 members on the PRTS committee.
4. Annual elections take place in May or June, prior to the beginning of the next PRTS process.
5. All full time faculty members are eligible to be on the committee, and at least 2 members of the PRTS committee must be full-time DDA faculty members.
6. To be eligible for election into the PRTS committee, part-time faculty members must have taught in the DDA department for a minimum of 3 consecutive years at the time of election.
7. The department Chair, employees of the Chair's office, faculty who are also Pratt students, and faculty members on leave, are not eligible to be on the committee.
8. All part-time and full-time faculty members participate in electing new members of the PRTS committee.
9. All faculty members who are eligible for election onto the PRTS committee will be informed of their eligibility prior to April 15.
10. Part-time or adjunct faculty members can be excluded as candidates for an upcoming PRTS committee election by informing the chair of the committee prior to an election.
11. Full-time faculty members who have just completed a term on a PRTS committee can be excluded as candidates for an upcoming PRTS committee election by informing the chair of the committee prior to an election.
12. Faculty members who are scheduled for a sabbatical or other approved leave will be excluded as candidates if PRTS service would overlap with their leave.
13. If elected, faculty members are required to be a member of the PRTS committee.

### Responsibilities of Members

1. All PRTS committee members are required to become thoroughly familiar with the PRTS Guidelines.
2. All PRTS committee members are required to fully participate in and follow the established procedures of the PRTS committee, including, but not limited to the PRTS Guidelines.
3. All actions and decisions made by the PRTS committee are based on the consensus of its members.
4. Immediately after the PRTS committee election, the newly constituted committee elects a chair for a 1 year term.
5. Candidates for the chair position must be full-time or adjunct faculty members.
6. PRTS committee members are expected to follow the established guidelines with professionalism and collegiality.

# Committee Guidelines

## Responsibilities of the Chair

1. All dates and details related to the PRTS Committee procedures are organized by the committee chairperson in consultation with the committee members.
2. The PRTS committee chair is responsible for notifying all DDA faculty of PRTS elections, and for overseeing the elections.\*
3. The PRTS committee chair is responsible for notifying all DDA faculty of PRTS procedures, policies, guidelines and schedules prior to the start of the PRTS decision process.

\*Acquiring relevant data from PRTS members and the DDA office, the PRTS Chair will:

- Find out who in the current PRTS Committee has served for 1 and 2 years respectively.  
Those who served for 1 year will continue for one more year.  
Those who served for 2 years may elect not to be candidates for another term; they are expected to inform you of this.
- Get from the DDA office a list of all current faculty members...  
excluding part-time faculty who have fewer than 3 continuous years of teaching in DDA, and...  
excluding faculty who would be on sabbatical during the upcoming PRTS term.
- Create from this a list of eligible faculty. This list includes all current faculty members -- minus the >3 year part-timers, and minus the continuing 1 year PRTS members, and minus faculty on sabbatical/leave, and minus the PRTS members who have just served 2 years (or any part-time faculty members) who have informed the PRTS Chair that they elect not to be a candidate this year. In addition, the department Chair, employees of the Chair's office, and faculty who are also Pratt students are not eligible to be on the committee.
- Send an email to everyone on this list notifying them of the PRTS election, what it is about, who is eligible for how many positions, and noting that all requests from faculty to be excluded as candidates must be received by a specific date (for example June 15th). An attachment of the current PRTS Guidelines is important.
- Immediately following that notification deadline, the PRTS Chair send an email ballot to everyone on this list. That ballot contains the names of all eligible faculty excluding the exceptions noted above. A specific deadline is set for receiving all ballots (for example, June 30). Another attachment of the current PRTS Guidelines is advisable.
- Immediately following that ballot deadline, the PRTS Chair (preferably together with one or more PRTS colleagues) tally the ballots and recount them for good measure. The 2 or 3 newly elected PRTS Committee members will immediately join the 2 or 3 continuing PRTS Committee members to form the newly configured PRTS Committee.
- The newly-elected PRTS Committee members will vote among themselves to appoint a new PRTS Committee Chair whose appointment will take place immediately.
- The Committee and the Chair will then begin the PRTS process as proscribed in the current PRTS Guidelines.

# Committee Guidelines

## PRTS Committee Process

1. Prior to the beginning of the annual PRTS process, all faculty members are provided with the current “PRTS Guidelines” and they are notified of the due date for application.
2. The committee chair reviews each application and determines if it fulfills the established PRTS application criteria. Applicants may be subsequently contacted and advised by the chair regarding their application.
3. Applications which fulfill the criteria for application are discussed by all members of the committee in person and, typically, by email.
4. Each application is reviewed by evaluating the letter of application, CV, support materials and student evaluations. Departmental, institutional and professional reputation, as well as individual knowledge of an applicant may also be considered.
5. Decisions made by the PRTS committee regarding the applicants’ requests are determined through majority vote. The chair participates in the voting.
6. Committee members who are also PRTS applicants are absent from any discussion, voting or letter signing related to their own applications.
7. Recommendation letters from the PRTS committee are addressed to the chair of the DDA department, stating with justification that the applicant’s request is approved or denied. If an applicant’s request is denied by the committee, the letter may recommend how the criteria may be met in the future.
8. After collectively agreeing on the general content of the letters, the writing of the recommendation letters is divided among the committee members. The committee produces one recommendation letter per applicant, each signed by all members of the committee.
9. The signed letters are delivered to the DDA chair along with the application materials. A copy of the recommendation from the PRTS committee is provided to the applicant.

## Academic Actions Process

The peer review process (PRTS) is the first step in the more extensive process of academic actions. After the PRTS committee sends its recommendations to the chairperson, the chair reviews them and sends his/her own recommendation letters along with all materials to the dean. Copies of these letters are sent to each applicant. The procedure is repeated for the Dean, Provost, and finally, the Board of Trustees.

This process generally takes nearly two semesters to complete, with official notification from the Provost coming prior to the end of the Spring semester. All approved academic actions take effect in the Fall, on the first day of the new academic year.

## Academic Actions Calendar

The following is a general guide to the annual academic calendar\*:

Faculty Applicant to PRTS	<i>Late September</i>
PRTS to Chairperson	<i>Early November</i>
Chairperson to Dean	<i>Early December</i>
Dean to Provost	<i>Mid-January</i>
Provost to Board of Directors	<i>Mid-April</i>
Board of Directors to Provost	<i>Early May</i>
Provost to Faculty Applicant	<i>Prior to last day of semester</i>

\* Some actions such as sabbaticals and leaves of absence do not conform to this calendar.