

FINE ARTS DEPARTMENT

PEER REVIEW 2018 – 2019

Standards and Procedures

Faculty Action - Appointment, Reappointment, Promotion and Tenure

IMPORTANT DEADLINES

1 INTENT TO APPLY **September 10, 2018**

2 APPLICATION DEADLINE **October 19, 2018**

ENQUIRIES

Prof. Patricia Madeja, Peer Review Committee Chair

prc@pratt.edu (please use this email for all PRC business)

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INTRODUCTION

The Peer Review Committee is the first review step in a multi-tiered review process. Faculty applications are reviewed by the PRC and recommendations are made to the Department Chair.

Collective Bargaining Agreement 2016-2021: Article 16.3, p.9-10

- ❖ Evaluation reports and recommendations concerning reappointment, promotion and/or tenure, as set forth in *Article 16.2* of the CBA, shall be in writing and shall be forwarded to the Chairperson and/or Area Head.
 - ❖ The Chairperson and/or Area Head shall add his or her comments and copies of these evaluation reports, recommendations and comments shall be given to the individual faculty member involved who shall have the opportunity to append or affix his or her comments.
 - ❖ These recommendations will then be forwarded to the Dean of the School or of the Library, who shall add his or her comments, with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments.
 - ❖ These recommendations will then be forwarded to the Provost, or such other academic administrative officer as may be designated by the Board of Trustees, for review and recommendation with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments.
 - ❖ Final determination is by the expressed approval of the Board of Trustees.
 - ❖ Review and determination shall also take into account enrollment trends, distribution and budgetary considerations.
 - ❖ Differences between the recommendations made and final determination are to be clearly stated in writing setting forth the reasons for the determination.
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- The Peer Review Committee (PRC) offers the following Standards and Procedures with the intention of assisting Fine Arts Faculty in applying for Promotion, Change in Status, Certificates of Continuous Employment (CCE), Full-Time Reappointments and/or Tenures to assemble the strongest possible application.
 - Simultaneous applications for Promotion and Change in Status are permitted.
 - Applications are only accepted from Faculty whose Initial Appointment Letter or First Semester Contract originates from the Fine Arts Department.
 - Faculty are encouraged to review the current Collective Bargaining Agreement (CBA).
 - Questions should be addressed to the Chair of the Peer Review Committee before applying.
 - The Fine Arts PRC Chair establishes the application deadline in accordance with the Faculty Action Calendar distributed by the Provost's Office.
 - Faculty will receive adequate notice via email of Intent to Apply and Application Deadlines, and the most current Standards and Guidelines.
 - Applications are submitted through INTERFOLIO.
 - All deadlines are strictly adhered to. Late or incomplete applications will not be reviewed.
 - IT IS THE RESPONSIBILITY OF THE APPLICANT TO CAREFULLY REVIEW THE STANDARDS AND PROCEDURES and SUBMIT A COMPLETE, COMPREHENSIVE AND PROFESSIONAL APPLICATION.

COLLECTIVE BARGAINING AGREEMENT INFORMATION (CBA)

A copy of the CBA can be found on the Pratt Faculty Union website:

<http://www.pratt-union.org/documents/contract/>

- It is very important for applicants to become familiar with the CBA:
 - ARTICLE 16, APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS AND TENURE, is very relevant, particularly
 - ARTICLE 16.2 explaining the role of the Peer Review Committee, see [p. 3](#)
 - ARTICLE 16.3 describes the journey that the faculty member's application will take, through to the Board of Trustees.
 - ARTICLE 16.5 explains details of the tenure-track.
 - ARTICLE 30, TENURE, is of utmost importance
 - ARTICLES 30.4 and 30.5, details the required probationary periods for Tenure and CCE.

DEADLINES

All applications are accepted and reviewed through [INTERFOLIO](#). A **CASE** must be created for you in the system in order to complete your application packet. Therefore, it is necessary to provide your intent to apply to the PRC Chair by the specified deadline.

Deadline #1 **September 10, 2018**

- email prc@pratt.edu your "Intent to Apply"
- specify the Faculty Action you will be applying for: Promotion, Change in Status, Reappointment or Tenure

Deadline #2 **October 19, 2018**

- **Firm Application Deadline**
- **NO LATE APPLICATIONS WILL BE REVIEWED**

DEFINITION OF TERMS

1. **RANK** - indicates academic level

- At Pratt, the Ranks are:
 - **Instructor**
 - **Assistant Professor**
 - **Associate Professor**
 - **Professor**
- A change in Rank is referred to as a “**PROMOTION**”

2. **STATUS** - indicates employment level

- An upgrade in STATUS is referred to as a “**CHANGE IN STATUS**”
- At Pratt, Status titles are:
 - **VISITING:**
 - Part-time teaching, limited to 50% of full-time workload at the discretion of the Administration.
 - **ADJUNCT:**
 - Part-time teaching, limited to 75% of a full-time workload.
 - A minimum of 50% of full-time workload is required.
 - Adjunct Faculty may elect to purchase health coverage offered by the Administration.
 - **ADJUNCT with CERTIFICATE OF CONTINUOUS EMPLOYMENT (CCE):**
 - CCE is Adjunct tenure status.
 - “Every effort” is made to provide the CCE with “(3/4) of a full-time workload” [CBA 23.3(a)].
 - In addition to full tenure protections, benefits include: tuition remission, retirement/pension plan, and health coverage.
 - **Full-time Reappointment [tenure-track]:**
 - Typically, the full-time tenure-track faculty member “will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year” [CBA 16.5].
 - However, “each two years of prior full-time faculty service at an accredited college or university shall be credited as equivalent of one year of full-time service at Pratt Institute for purposes of eligibility for tenure to a maximum of two years full-time service at Pratt” [CBA 30.4].
 - Benefits include: tuition remission, tuition exchange, retirement/pension plan, and health coverage.
 - **Full-time [tenured]:**
 - Full-time faculty members who have served in a continuous manner for a probationary period of seven (7) years shall be reappointed for an eighth year with tenure or shall receive a terminal contract” [CBA 30.4].
 - Past practice allows the full-time faculty member who held a CCE prior to their full-time appointment to resume their CCE status should they not be reappointed with tenure.

CRITERIA FOR PROMOTION

❖ For Promotion to Assistant Professor

Candidate:

- must have 3-5 years of excellence in teaching at the Instructor level.
- may apply in the beginning of the 3rd year of their current rank.
- must have a record of professional accomplishments, including an active or promising exhibition record.
- should demonstrate some service to the Department.

❖ For Promotion to Associate Professor

Candidate:

- must have 4-6 years of excellence in teaching at the Assistant Professor level.
- may apply in the beginning of the 4th year of their current rank.
- must have a substantial professional record that indicates the applicant is on track to becoming a recognized and influential leader in their field of expertise.
- should have a growing record of service to the Department.

❖ For Promotion to Professor

Candidate:

- must have 4-6 years of excellence in teaching at the Associate Professor level.
- may apply in the beginning of the 4th year of their current rank.
- must have a substantial, professional CV that establishes clear and recognized excellence as well as leadership in their field of expertise.
- should have a significant record of service to the Department and Institute.

NOTE:

Service to the Department is encouraged for anyone applying for Promotion. See "Standards of Evaluation" p. 9.

CRITERIA FOR CHANGE IN STATUS

Initial faculty appointments are made at the **Visiting, Adjunct or Full-Time Status**, at the discretion of the Department Chair and with the approval of the appropriate administrators. Once employed, a faculty member may request a Change in Status through the ARPT process. Candidates applying for Changes in Status must hold the minimum Rank of Assistant Professor.

❖ From Visiting to Adjunct

Candidate:

- must have 6-10 semesters teaching as a Visitor; time served alone is no assurance of advancement.
- may apply in the beginning of the 5th semester of their current status.
- should demonstrate an ability and willingness to fulfill the increased commitment in teaching (a minimum 50% of a Full-time workload) and service that an adjunct appointment carries.
- should have a growing and promising record of achievement in their professional area(s) of expertise.
- is expected to demonstrate an active record of service to the Department.

❖ Conferral of the Certificate of Continuous Employment (CCE):

Candidate:

- must have served a minimum of 10 semesters teaching as an Adjunct; years as a Visitor do not apply.
- may apply at the beginning of their 9th semester; time served alone is no assurance of advancement.
- must present evidence of maintaining a minimum 50% of a Full-time workload, which may include release time.
- must show evidence of the ability to teach a diversity of courses within their Program or across the Department
- must demonstrate an outstanding level of achievement and commitment in their teaching and professional career
- should demonstrate leadership and service in the Department.
- evaluation is based on excellence in Teaching, Research / Professional Practice.

❖ **From Part-Time to Full-Time:**

- All Full-time appointments are subject to an open search process and applications for Full-time appointments are not reviewed by the PRC.

❖ **Full-Time Reappointment or Tenure:**

Candidate:

- for Full-time Reappointment or Tenure must demonstrate their continuing excellence in teaching, research and professional career.
- should demonstrate leadership in the Department.
- is expected to continue making significant contributions to the Department and fulfill an increased level of service to both the Department and Institute that is expected of full-time faculty.
- applications are reviewed by the PRC.
- applications for Reappointment are required to be submitted in the 5th semester and again in the 9th semester of the Full-time appointment.

NOTE:

Service to the Department and Institute is encouraged for anyone applying for a Change in Status. See "Standards of Evaluation" p. 11.

APPLICATION PACKET/CASE MATERIALS and REQUIREMENTS

Change in Rank, Adjunct Status, Certificate of Continuous Employment (CCE), Full-Time Reappointment and Tenure

1. Letter of Intent (Application Cover Letter)

- Addressed to the Fine Arts Peer Review Committee
- **IMPORTANT: Clearly and correctly state the applicant's current Rank and Status and the Faculty Action (ARPT) being applied for.**
- Make a compelling case as to why the applicant should be recommended by the committee.
- Present a clear and convincing summary and highlights of the support materials.

1a. Faculty Personnel Action Checklist

2. Academic CV/Resume*:

- A current, comprehensive, and complete record of the applicant's education and employment history, professional activities, acknowledgements, contributions to the field, public service, and teaching.

- A complete list of all Rank & Status held at the Institute with the number of years served at all academic levels clearly indicated.
- ***Standard Academic CV format is REQUIRED** – see *CAA Standards and Guidelines for CV*: <http://www.collegeart.org/standards-and-guidelines/guidelines/visual-art-cv>

3. Artist Statement:

- A current artist statement

4. Evidence of Teaching Performance:

A. Statement of Teaching Philosophy:

- A concise statement clearly articulating your teaching philosophy

B. Syllabi:

- All syllabi for courses taught within a calendar year (Spring 2018 thru Fall 2018)

C. Student Work:

- Include 15 and up to 20 images, film or video of student work annotated or with an accompanying image list: titles, materials, techniques, date of creation, or other relevant information.

D. Peer Observations:

- Peer Observations are required for ALL applicants.
- **A minimum of one Peer Observation Report is required for each type of course being taught, but no more than three (3) Peer Observations in total.**
- Applicants are solely responsible for initiating and scheduling their own Peer Observations.
- Applicants are responsible for communicating to their Observers the information required for the “Peer Observation Report”. A link to the Peer Observation Report Procedures and Guidelines (*p. 13*) is available in the Case packet. These guidelines can be downloaded from Google drive and attached to the Letter Request.
- Peer Observation Reports should be completed and dated within the calendar year (Spring 2018 thru Fall 2018).
- Faculty who teach courses in the spring semester are responsible for planning ahead and scheduling their Peer Observation within the calendar year.
- Applicants should select and invite peers who they feel are familiar with and understand their discipline(s).
- The choice of peers is not limited to the members of the PRC and may include any Departmental faculty as well as faculty from other Departments within the Institute.
- Faculty are highly encouraged to distinguish Peer Observers from Recommenders.
- Observations by Fine Arts Administration or non-faculty personnel will not be recognized.
- Peer Observations for each course to be evaluated should remain confidential must be requested using the “DOSSIER – LETTER REQUEST” tool in Interfolio.
- Once the confidential Observation Reports are received by the applicant they should be added to the Case/Application.

NEW PEER OBSERVATION REPORT - See *“Procedures and Guidelines for Peer Observers” p. 13*

Required items:

1. Observer’s name:
2. Observer’s Status and Rank:
3. Observer’s program/dept. affiliation:
4. **Observee/Faculty’s name:**
5. Course number:
6. Date and time of the observation:

7. Date of the report:
8. Observer's signature:

The observation report should include, but not be limited to, the observer's assessment of the following aspects of the observed classroom/studio learning environment:

9. The faculty member's knowledge of the subject
10. The faculty member's preparedness for class
11. The faculty member's method of presentation
12. The faculty member's clarity of presentation
13. The faculty member's use of various teaching methods to build student understanding of key concepts
14. The faculty member's interaction with his/her students
15. The nature and degree of student response to the lesson, appropriate to the format of the presentation
16. The tone, energy level, and overall mood of the class
17. The lesson's relevance to the goals and objectives of the course as articulated in the syllabus for the class

➤ **IMPORTANT NOTES ABOUT PEER OBSERVATIONS:**

- ***Peer Observation Reports are NOT Letters of Recommendation and should not be written as such!***
- *Peer Observation Reporting Elements must be addressed by the observer.*
- *See "Guidelines for Peer Observers" p. 13*

5. Letters of Recommendation:

❖ For Promotion and Adjunct Status

Applicants for Promotion and Adjunct Status are required to have a minimum of two (2) letters of recommendation and a maximum of four (4). This would include a minimum of one (1) letter from a non-Pratt-affiliated, established and recognized professional within the field of the applicant's expertise and a minimum of one (1) letter from a Pratt affiliated professional.

- The recommender should identify their professional affiliation and their connection to the applicant.
- Letter must be submitted on the **professional letterhead** of the recommender.
- Letter should address the applicant's contributions to their area/s of expertise and professional accomplishments in their field.
- Pratt affiliated recommenders should be asked to address the applicant's pedagogy and contributions to the Fine Arts Department and the Institute.
- Faculty are highly encouraged to distinguish Recommenders from Peer Observers.
- Letters of Recommendation must remain confidential and be requested using the "Dossier – Letter Request" tool in Interfolio.
- Once the confidential letters are received by the applicant they should be added to the application.

❖ For Certificate of Continuous Employment (CCE), Full-time Reappointment, and Tenure

Applicants for CCE, Full-time Reappointment and Tenure are required to have a minimum of five (5) letters of recommendation and a maximum of ten (10). This would include a minimum of three (3) letters from non-Pratt-affiliated, established and recognized professionals within the field of the applicant's expertise and a minimum of two (2) letters from Pratt affiliated professionals.

- The recommender should identify their professional affiliation and their connection to the applicant.
- Letter must be submitted on the **professional letterhead** of the recommender.
- Letter should address the applicant's contributions to their area/s of expertise and professional accomplishments in their field.
- Pratt affiliated recommenders should be asked to address the applicant's pedagogy and contributions to the Fine Arts Department and the Institute.
- Letters of Recommendation must remain confidential and requested using the "Dossier – Letter Request" tool in Interfolio.
- Once the confidential letters are received by the applicant they should be uploaded to the application.

➤ **IMPORTANT NOTES FOR ALL LETTERS OF RECOMMENDATION:**

- *Letters of Recommendation by Pratt Fine Arts Administration or Pratt non-faculty personnel will not be recognized with the exception of those holding the title of "Director".*
- *Letters of Recommendation must be current and dated within calendar year of the application.*
- *Letters of Recommendation are **NOT PEER OBSERVATION REPORTS** – see p. 8.*

6. Departmental and Institutional Service Form:

Please use the UPDATED Service Record Form to provide a list of Departmental and/or Institutional service. List items from hire date to present.

NOTES:

- *"...The Departmental Committees on ARPT shall develop standards of eligibility, fitness and evaluation which shall include teaching effectiveness and professional competence and may include non-teaching responsibilities, Institute service and public service." [CBA Article XVI: 16.2]*
- Participation in Survey/Critiques for which classes are canceled will not be considered as service by the PRC. However, faculty participation in critiques outside of scheduled teaching will be considered.
- Please consult the Department for a list of suggested service opportunities.

7. Artist Portfolio:

All applicants are required to submit a well-organized, annotated and professional portfolio as part of their application.

Portfolio Materials

- All materials must be submitted digitally in Interfolio.
- Hard copies of books and/or publications will no longer be accepted. All publication materials must be scanned and uploaded to Interfolio.
- Include up to 20 images, film or video of the applicant's work annotated or with an accompanying image list: titles, materials, techniques, date of creation, or other relevant information.
- Include other support materials, in digital format, attesting to the applicant's professional accomplishments such as press, reviews, exhibition announcements, etc.

Standards of Evaluation

- **Academic CV/Resume:**

A current, comprehensive and complete record of the applicant's education and employment history, professional activities, contributions to the field, acknowledgements and teaching presented in a Standard Academic CV format. A complete list of all Rank & Status held at the Institute or other institution of higher learning with the number of years served at all academic levels clearly indicated.

NOTE: see CAA Standards and Guidelines for CV:

<http://www.collegeart.org/standards-and-guidelines/guidelines/visual-art-cv>

- **Professional Accomplishments:**

Depth and breadth of the exhibition record, published materials either by or about the applicant, performances, screenings, awards and any other evidence of professional achievement pertaining to the area of expertise.

- **Letters of Recommendation – non-Pratt-affiliated:**

Professional status and affiliation of the recommender and the quality of support demonstrated for the candidate's application.

- **Teaching Excellence / Teaching Effectiveness:**

Strength of the teaching philosophy. Quality of student work as presented in the application and as seen in surveys, reviews, exhibitions and open studios. The quality of syllabi, inter-collegial interactions and peer observations will all be evaluated.

- **Student Evaluations:**

The PRC may elect to review the applicant's Student Evaluations, however the applicant should NOT include Student Evaluations in the application. Student Evaluations included in the application will not be recognized.

- **Service:**

- **Departmental:** Service is construed as voluntary or compensated Department support beyond what is required for one's teaching. This could include department/area committees, departmental searches, and/or assistance with departmental projects, programs, events, presentations, the coordination and installation of exhibitions, and participation in critiques outside of scheduled teaching. Departmental service that is compensated with Release-time or Stipend, will be considered and should no longer be distinguished on the service record form.
- **Institutional Service:** Service is construed as voluntary or compensated Institute support beyond what is required for one's teaching. This would include Institute Search Committees, UFCT Committee or Assembly, Academic Senate, Institute Curriculum Committee, Portfolio Review Day, Open House/Studio, Family Weekend, etc. Institutional service that is compensated with Release-time or Stipend, will be considered and should no longer be distinguished on the service record form.

INTERFOLIO FAQ

Pratt Institute is now using *Interfolio* to manage *all* “Faculty Actions” - reappointment, promotion, change of status, and tenure review processes.

Please be aware that Interfolio uses the term “Review, Promotion & Tenure,” but this does not necessarily reflect the given process at Pratt.

YOUR DOSSIER

A key component of your institution’s Interfolio instance is the individual Dossier account that each faculty member will receive. This is a private account to help you collect and manage materials for your professional reviews. You will be the only one to see what’s in your Dossier, and you can keep it for life (without charge and regardless of whether you remain at this institution).

1. Find it: my.pratt.edu > faculty > quick links > interfolio
2. Log in using your “One Key” (*available the 2nd week of classes*)
3. Go to Dossier, there’s a “Dossier Quick Start” guide at the bottom of the page

Your Dossier account includes several features that should make it easier to manage and understand reviews—before, during, and after any formal deadlines.

From within your Dossier you can:

- Store documents, images, videos, and links to online work in your account
- Request and store reusable letters of recommendation, submitted directly by the letter writer to Interfolio and kept confidential
- Organize your materials into “collections” for different purposes—for example, fellowship applications, tenure reviews, or grants
- View institutional guidelines for specific types of academic review processes
- Reuse previously submitted/assembled materials when participating in formal reviews through Interfolio
- Solicit and receive feedback from others on your campus in advance of reviews

VIEWING YOUR CASE

If you are scheduled for a committee or case review this year, your department’s PRC Chair will initiate your case. When this happens, you will receive an email notifying you a review has been initiated on your behalf. Select “View Case” in the email and you will be taken to your account home page.

Recommended Browsers

To make sure you have the best experience possible, Interfolio recommends *Google Chrome* (latest version) and *Mozilla Firefox* (latest version), *Safari* (latest version), and *Internet Explorer* (10 and above).

GETTING HELP

For questions related to Interfolio Review Promotion & Tenure or Dossier, Interfolio provides a robust library of help articles on its website, including:

[Quick Reference Guide to Dossier Institution](#)

[Best Practices and Resources \(Video\)](#)

[Candidate’s Guide to Interfolio Review Promotion & Tenure](#)

[For Review, Promotion, and Tenure Candidates](#)

[Manage Your Dossier Materials](#)

[Dossier Help Articles](#)

[Use Guidelines to Prepare for Reviews](#)

[Help for Sharing and Receiving Feedback on Dossier Materials](#)

You can also reach out to the Interfolio Scholar Services Team at help@interfolio.com or 877.997.8807 (9-6 Eastern, M-F).

ADDITIONAL NOTES:

- HELP menu is located in the drop down under your name (top right corner)
- An application can be withdrawn at any stage of the process
- To provide multiple documents to recommenders in Interfolio, create one PDF containing all the materials that can be attached to the request.
- Faculty applying for ARPT shall have the opportunity to append or affix** his or her comments to the application at the Chair, Dean and Provost level.

Link from help menu on rebuttals (append and affix at Pratt):

<https://product-help.interfolio.com/m/33238/l/677357-view-and-respond-to-files-shared-with-you-by-a-committee-rebuttal>

- Remember to click “SUBMIT” once your application is complete.

Procedures and Guidelines for Peer Observers

As a Peer Observer you are asked to submit a confidential "Peer Observation Report" at the ARPT candidate's request. You will receive a Letter Request from the candidate through Interfolio. Please follow the guidelines below. Once you have completed your report, it will be submitted through the Interfolio Letter Request link you received via email. Your report remains confidential. It becomes part of the candidate's application and will help the PRC evaluate this aspect of Teaching Performance.

PEER OBSERVATION REPORT

Required items:

1. Observers name:
2. Observers Status and Rank:
3. Observers program/dept. affiliation:
4. **Observee/Faculty's name:**
5. Course number:
6. Date and time of the observation:
7. Date of the report:
8. Observers signature:

The observation report should include, but not be limited to, the observer's assessment of the following aspects of the observed classroom/studio learning environment. This part of the report may be itemized or in paragraph form.

9. The faculty member's knowledge of the subject
10. The faculty member's preparedness for class
11. The faculty member's method of presentation
12. The faculty member's clarity of presentation
13. The faculty member's use of various teaching methods to build student understanding of key concepts
14. The faculty member's interaction with his/her students
15. The nature and degree of student response to the lesson, appropriate to the format of the presentation
16. The tone, energy level, and overall mood of the class
17. The lesson's relevance to the goals and objectives of the course as articulated in the syllabus for the class

➤ **IMPORTANT NOTES ABOUT PEER OBSERVATIONS:**

- ***"Peer Observation Reports" are NOT Letters of Recommendation and should not be written as such.***
- ***Observers are encouraged to address as many of items 9-17 as possible in their report.***
- ***Observers and Observees are reminded that there is no ideal class and that teaching styles may vary and still be pedagogically sound. Also, different subjects and lessons may be effectively presented in different formats and therefore any individual class should be evaluated in terms of (1) the instructor's pedagogical objective for that class, and (2) the degree of success achieved in realizing those objectives.***

