

### **Film/Video & Photography Peer Review Committee Guidelines**

Please submit your requests for a change of rank and/or status to The Chair's Office, Rm G-25, no later than noon on Friday, Oct. 9th, 2009.

Please note that the Film/Video & Photography Peer Review Committee generally requires at least three years of teaching in the Department before granting Adjunct Status.

A terminal degree is preferred.

The Committee bases its evaluations on:

Teaching Effectiveness: judged by student evaluations (and peer classroom evaluations for CCE and tenure track applicants),

Creative, scholarly work and/or Professional Activity,

Service to the department, and/or, school and Institute.

#### **Definition of terms for appointments:**

RANK indicates academic level. The ranks are: Instructor, Assistant Professor, Associate Professor, Professor. Subject to the approval of the dean and Provost, faculty with prior college level experience may be appointed at the rank last held at their previous institution. An upgrade is considered a promotion.

STATUS indicates employment level. Such levels are: Visiting, limited to 50% of full-time P/T  
Adjunct, limited to 75% of full-time P/T

Adjunct with CCE: Adjunct with Certificate of Continuous Employment

Full-time: Load varies by school and graduate vs undergraduate (see CBA)

Full-time tenured

An upgrade here is a change in status.

Simultaneous applications may be permitted, depending on departments.

#### **Criteria for Promotions**

1. Asst. Professor-Normally 3-5 years teaching at Instructor level, terminal degree or its equivalent, & active record of professional accomplishments. (Determined by Committee)
2. Assoc. Professor-4-6 years at Asst. Prof. level, appropriate degree or equivalent, record of service to Institute in keeping with part time availability, and current record of professional accomplishments.
3. Professor-4-6 years teaching at Assoc Prof level, degree or equivalent, significant record of service to the Institute, and professional resume that establishes clear leadership in the faculty members field.

#### **Criteria for Changes in Status**

1. Visiting to Adjunct Status-Record shows that teaching skills and professional accomplishments are broad and appropriate to the needs both present and in the long range of the Department. Also a willingness to increased service to teaching and to the Institute.
2. Tenure and CCE-Meeting requirements previously stated, significant service to the Institute, high level of achievement in teaching and professional accomplishments, and whose expertise is appropriate to the long range needs of the Department .

**Recommended Support Materials:**

1. Letter of Intent: Clearly state the desired appointment, reappointment, promotion and/or change in status. Check Dept. or Human Resources for accurate dates.
2. Current Resume
3. Evidence of Teaching Performance: Course evaluations should be on file in Human Resources.
4. Evidence of Professional Activity and/or Service to the Institute: Committee work, both in Department, for the School or Institute. Publications, catalogs, CDs, DVDs, slides, tapes, reviews, etc.

Applications for Tenure and CCE should also have a minimum of two current letters of reference from established non-Pratt affiliated professionals. Additional letters from peers may be provided.

For further information about changes of rank and status please refer to Article XVI of The Collective Bargaining Agreement between The United Federation of College Teachers, Local 1460, AFL-CIO, and The Administration of Pratt Institute. A copy is attached to this email.

The CBA covers all Pratt Faculty, irrespective of Union membership.