

**Application Due Date: October 5, 2010**

2010-11  
DEPARTMENT OF FINE ART • PEER REVIEW COMMITTEE

**FINE ART GUIDELINES FOR:**

**CHANGES IN STATUS, PROMOTIONS, CCE, FACULTY  
REAPPOINTMENTS AND TENURE**

The Peer Review Committee (PRC) offers the following guidelines with the intention of assisting Fine Art Faculty in applying for Reappointment, Change of Status, Promotion, Tenure or Certificate of Continuous Employment (CCE).

Faculty are urged to review the current Collective Bargaining Agreement (CBA).

Simultaneous applications for a Promotion in Rank and a Change in Status are permitted.

Applications are only accepted from Faculty whose Initial Appointment Letter originates from the Fine Art Department.

Questions or concerns should be addressed to the PRC before applying.

### **Definition of Terms**

There are two terms that apply to faculty appointments: Rank and Status

1. **Rank** indicates academic level. At Pratt, the ranks are: Instructor, Assistant Professor, Associate Professor and Professor.

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

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

2. **Status** indicates employment level. At Pratt, status titles are:

- **Visiting:**

Part-time teaching, load limited to 50% of full-time workload.

- **Adjunct:**

Part-time teaching, load limited to 75% of full-time workload.

- **Adjunct w/CCE (Certificate of Continuous Employment):**

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. In the event that a full-time position becomes available within one's field of competence, the Adjunct w/CCE will be a finalist [CBA 23.1(a)(2)].

- **Full-Time [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 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.

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

## **Criteria for Promotions**

- **For Promotion to Assistant Professor:**

Normally three to five years of excellence in teaching at the Instructor level, the terminal degree or its equivalent, an active record of professional accomplishments including an active or promising exhibition record, and service to the department.

- **For Promotion to Associate Professor:**

Normally four to six years of excellence in teaching at the Assistant Professor level with a consistent record of service to the department and with definite signs in the professional record that the candidate is on track to becoming a recognized leader in his/her field.

- **For Promotion to Professor:**

Normally four to six years of excellence in teaching at the Associate Professor level with a significant record of service to the department and with a professional resume that establishes clear and recognized leadership in the faculty member's field.

## **Criteria for Changes of Status**

Initial faculty appointments may be made at Visiting, Adjunct or Full-time status, depending on the needs of the department by and with the approval of the appropriate administrators. Once employed, a faculty member may request a change of status through an application to the PRC.

- **From Visiting to Adjunct:**

Normally the applicant will have three to five years teaching as a Visitor; time served alone is no assurance of advancement. The applicant should demonstrate a willingness to fulfill the increased commitment in teaching and service that the adjunct appointment may carry. The applicant should have a growing and promising record of achievement in his/her professional area(s) of expertise. Service to the department will be taken into consideration.

The PRC will consider whether the applicant's teaching skills and knowledge of discipline/s are appropriate to the current needs of the department.

•**Conferral of the Certificate of Continuous Employment (CCE):**  
The applicant for CCE must have served a minimum of 10 semesters teaching as an Adjunct (years as a visitor does not apply). Adjunct may apply at the beginning of their 9<sup>th</sup> semester; time served alone is no assurance of advancement. The applicant must demonstrate a high level of achievement and commitment in their teaching and professional career, and have a significant record of service to, and leadership in, the department. Institutional service is recommended and will be considered.

(See Recommendations for Tenure and CCE Applicants)

•**From Part-time to Full-time:**  
All full-time appointments are subject to an open search process. Applications for Full-time appointments are not subject to review by the PRC.

•**Reappointment for Full-time:**  
The applicant for reappointment must demonstrate continuing excellence in his/her teaching. The applicant should display leadership, continue to make significant contributions to the department, and fulfill the increased service role that is expected of full-time faculty. This may include institutional service.

### **Support Materials for Applications**

•**Cover Letter (Letter of Application):**  
Addressed to the Fine Art Peer Review Committee, the application letter should clearly state the promotion and/or change of status being sought. The cover letter should make a compelling case as to why the applicant deserves to have their request granted. It should be a clear and convincing summary of the highlights of the other application materials.

•**Evidence of Appointment, Rank and Status:**  
A copy of the applicant's Initial Appointment letter from the Fine Art Department and all subsequent Confirmation Letters which indicate changes in Rank/Status, both past and present, and their effective dates. (Copies of letters are available from the Office of Human Resources. Black out salary for privacy).

•**CV/Resume\***:

A complete, up-to-date record of the applicant's educational, employment, professional activity and service record. Present rank/status and number of years served at current and previous levels should be clearly indicated. Standard academic CV format should be applied.

\*(See CAA Standards and Guidelines for CV)

<http://www.collegeart.org/guidelines/visartcv.html>

•**Artist Statement & Teaching Philosophy:**

A current artist statement and philosophy of teaching statement.

•**Examples of Applicants Work:**

Reproductions should be clearly and concisely presented along with any supporting materials attesting to the applicant's professional accomplishments. Presentation should be consistent and formatted in portfolio boxes or binders moderate in size. Images in digital and/or printed formats are accepted.

•**Evidence of Teaching Performance:**

A clear presentation of course syllabi with examples of student work. Images in digital and/or printed formats are accepted.

•***The PRC requires a comprehensive yet concise and well-organized application.***

•***Applicants for Tenure or CCE: See Recommendations for Tenure and CCE.***

•***Student Evaluations are not to be submitted with application. (See Standards of Evaluation)***

### **Application Deadlines**

The Fine Art PRC establishes the application deadlines. Faculty will receive adequate notice in hard copy and digital formats. Deadlines are strictly adhered to. Late and incomplete applications will not be considered. Any materials the applicant may need from their personnel file, i.e. initial appointment letter and all subsequent confirmation letters, etc., should be requested from the Office of Human Resources at least forty-eight hours in advance. It is the responsibility of the applicant to submit a complete application.

## **Standards of Evaluation**

- **Teaching Excellence/ Teaching Effectiveness:**

Quality of student work as presented by applicant and as seen in surveys, reviews, exhibitions and open houses. The quality of faculty syllabi, inter-collegial interaction and dialogue are considered.

- **Professional Accomplishments:**

Exhibitions, written materials either by or about the applicant, performances, screenings, awards and any other evidence of professional achievements pertaining to his/her field of expertise.

- **Departmental Service:**

Service is construed as voluntary (not paid) Department support beyond what is required for one's teaching. This would include department/area committees, departmental searches and/or assistance with departmental projects, programs, events, presentations, class exhibitions, and student advisement.

- **Institutional Service:**

Service is construed as voluntary (not paid) Institute support beyond what is required for one's teaching. This would include Institute Search Committees, UFCT Committee or Assembly, Academic Senate, Portfolio Review Day, Open House, Family Weekend, etc.

- **Student Evaluations:**

The PRC may elect to review the applicant's student evaluations as provided by the Office of Human Resources. Student Evaluations submitted by the applicant will not be recognized.

## **Questions**

Every attempt is made to make this Promotion and Change of Status process transparent.

Address any questions you may have to the Peer Review Committee.

2009-10

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## RECOMMENDATIONS FOR TENURE AND CERTIFICATE OF CONTINUOUS EMPLOYMENT (CCE)

The PRC offers the following with the intention of informing and advising the applicant for Tenure and CCE to assemble the strongest possible application.

### Collective Bargaining Agreement (CBA)

The PRC refers the applicant to pertinent Articles in the Collective Bargaining Agreement (CBA) and to supplement Tenure and CCE references in the Department of Fine Art guidelines.

*Faculty can obtain a copy of the CBA from the Office of Human Resources, 2<sup>nd</sup> fl. of Thrift Hall or from the Faculty Union Office, Rm #125 North Hall.*

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. 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, especially ARTICLES 30.4 and 30.5 which detail the required probationary periods for Tenure and CCE.

### Annual Peer Review\*

Applicants for Tenure and the CCE are advised to have an annual peer review for each type of class they teach, i.e. studio or seminar. Applicants are solely responsible for initiating and scheduling their own reviews as to specific class and date and should select and invite peers who they feel are familiar with and understanding of their discipline(s). The choice of peers is not limited to the members of the departmental PRC and may include any departmental faculty as well as faculty from other departments within the Institute.

Peer Review letters can be directed to the Peer Review Committee or be included with the candidate's support materials.

\*Reviews by administration or non-faculty personnel will not be recognized.