

Foundation Peer Review Committee (PRC) Guidelines:
Standards of Eligibility, Fitness and Evaluation
(criteria for promotion, change of status, reappointment and tenure)

From The Collective Bargaining Agreement between the Administration of Pratt Institute and United Federation of College Teachers, Local 1460, AFT, AFL-CIO:

ARTICLE XVI
APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS AND TENURE

- 16.1 The union recognizes and accepts the authority of the Board of Trustees acting in all matters concerning appointment, reappointment, promotion and tenure.
- 16.2 At the same time, in an academic community, these matters of appointment, reappointment, promotion, and tenure, must have input at the point of closest contact with the faculty members individually affected. Accordingly, the Chairperson of each department shall receive recommendations in all of these matters from the Departmental faculty and other members of the Institute community who may be affected by these matters. The Departmental Committees on appointment, reappointment, promotion and tenure 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. The faculty in each department and /or area and in the Library shall set up such procedures as they deem appropriate to effectuate the foregoing.
- 16.3 Evaluation reports and recommendations concerning reappointment, promotion and/or tenure, as set forth in Article 16.2 above, 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.

=====

Definition of Terms

There are two terms that apply to full-time and part-time faculty appointments: **Rank** and **Status**:

1. **Rank**—indicates a faculty member’s academic level. There are four ranks at Pratt Institute: Instructor, Assistant Professor, Associate Professor, and [Full] Professor.

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

2. **Status**—indicates a faculty member’s employment level. At Pratt Institute, status titles include:

- **Visiting:**
Part-time teaching load limited to fifty percent of a full-time workload.
- **Adjunct:**
Part-time teaching load limited to seventy-five percent of a full-time workload. Benefits include tuition remission.
- **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]:**
Typically, “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 employment level is referred to as a **Status Change** or **Change in Status**.

Simultaneous applications for promotion and status change are permitted.

Criteria for Promotion

- ***For Promotion to Assistant Professor:***
Normally three to five years of excellence in teaching at the instructor level, an appropriate terminal degree or its equivalent, an active record of professional accomplishments, and some service to the Foundation Art department.
- ***For Promotion to Associate Professor:***
Normally four to six years of excellence in teaching at the Assistant Professor level, an appropriate terminal degree or its equivalent, an active record of professional accomplishments, and a consistent record of service to the Foundation Art department.
- ***For Promotion to Professor:***
A minimum of four to six years of excellence in teaching at the Associate Professor level, an appropriate terminal degree or its equivalent, an active record of professional accomplishments, and a consistent record of service to the Foundation Art department.

Criteria for Change of Status

- ***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. It must be demonstrated that the teaching skills and knowledge of the discipline(s) are thorough and appropriate to the current and long-range needs of the department. 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.
- ***Conferral of the CCE:***
The applicant for CCE must have a minimum of five years teaching as an Adjunct (years as a visitor does not apply). Adjunct may apply at the beginning of their fifth year; time served alone is no assurance of advancement. The applicant must demonstrate a high level of achievement in their teaching and professional career, and have a significant record of service to, and leadership in, the department. Institutional service may be considered as well.
- ***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.

Standards of Evaluation

Please note that Standards of Evaluation may be weighted differently depending upon the type of promotion sought. Refer to *Criteria for Change in Promotion* and *Criteria for Change in Status* for further clarification.

- **Complete Application** (see *Application Materials* section below)
- **Teaching Excellence/ Teaching Effectiveness:** Quality of student work as presented by the applicant, curriculum and curriculum development, student evaluations, and inter-collegial dialogue.
- **Departmental Service:** Presentations, class exhibitions, student advisement, service on Foundation committees, departmental searches and/or any assistance with departmental projects, programs and events.
- **Institutional Service:** Portfolio Review Day, Academic Senate, Open House, Family Weekend, Institute Search Committees, UFCT Committee or Assembly, etc.
- **Professional Competence:** Exhibitions, written materials either by or about the applicant, performances, screenings, awards and any other evidence of professional achievements.

Application Deadlines

Application deadlines are based on the Institute's calendar and will be made known to Foundation Faculty as early as possible at the beginning of the academic year. Applicants should expect a deadline in late September or early October. No exceptions or extensions to this deadline will be considered. It is the responsibility of the applicant to submit a complete application.

Application Materials

The following materials constitute a complete application necessary for review. Application materials should be presented in following order and presented in a single bound folder for each foundation discipline taught. Corresponding links for online materials may be submitted. Content should be comprehensive yet concise, well organized, and written in a manner that clearly communicates to reviewers outside the course discipline.

- **Letter of Application:** Addressed to the Foundation Art Peer Review Committee, the application letter should clearly state the desired faculty action: promotion, change of status, reappointment and/or tenure, as well as speak to the applicant's experience, achievements and service at Pratt Institute, as outlined in the standards of evaluation.
- **Statement of Teaching Philosophy:** Include a concise, self-reflective statement on your approach to teaching your subject and its relationship to the Foundation curriculum. This statement of teaching philosophy differs from the syllabus in that it reflects your own personal views on teaching to be shared with the PRC. Keep in mind, the syllabus is a document prepared by the Foundation Department and the professor.

- **CV/Resume:** A complete, up-to-date record of the applicant's educational, employment, professional and service record that clearly indicates present rank/status and number of years served at current and previous levels;
- **Evidence of Teaching Performance:** A clear chronological presentation of your coursework and projects, which may include explanatory text. The application should reflect the learning arc of the course for each semester, linkages between assignments and concepts, and provide evidence of meeting the learning outcomes in the course syllabi. When possible student work should reflect a variety of interpretations of the assignment as well as outstanding examples, including documentation of student exhibitions.
- Applicants for Full-Time Tenure and CCE should provide evidence of curricular innovation, highlighting coursework that they developed or adapted and any other contribution they have made to curricular development within the department.
- **Examples of Applicants Work:** Reproductions should be clearly and concisely presented along with any supporting materials attesting to the applicant's professional accomplishments.
- **A minimum of two letters of recommendation:** should include in Applications for Full-Time tenure and CCE.

Questions

Please feel free to consult the chair of the PRC with any questions about the faculty action process.

PRC Membership Eligibility and Terms

- Seven elected members from the full-time and part-time faculty statuses shall comprise the department's peer review committee (PRC). Ideally, the committee should be representative of all of Foundation's four disciplines;
- All faculty – irrespective of status – with three (or more) years of service in the department are encouraged to submit their names for election, and serve on the PRC;
- PRC elected terms are for three years. Faculty may serve for as many terms or successive terms as they are duly elected for;
- Any faculty member wishing to apply for a rank or status change should **not** submit their names for election, or should step down if elected from service on the PRC during the year in which their application for status change is being reviewed;
- Elections for service on the PRC shall be conducted at the earliest possible date in the fall.

PRC Standing Rules

- The PRC believes that representation from each of the four disciplines makes for a stronger committee. While voting and serving are voluntary, the PRC will indicate which disciplines are not represented so that faculty may consider this when making their selections.
- Upon the election of new members, the newly constituted PRC committee elects a chair at its first meeting. The meeting is convened and chaired by the previous chair. Election of the chair may be conducted by secret ballot.
- The PRC committee adheres to the criteria and standards of evaluation established in this document (distributed to department faculty in the Spring of the prior year). The new committee may not establish additional criteria or standards prior to or during its Fall review.
- Each committee may establish rules of order for conducting meetings (i.e. the order of business, election of the chair, motions, voting procedure etc.)
- The PRC will convene in Spring semester to review PRC Guidelines (this document). All changes to the PRC Guidelines (this document) are subject to review and written comment by faculty for a period of two weeks in the Spring Semester. Written comments will be collected and the PRC will convene to consider the comments and further modification of the proposed PRC Guidelines. If there are no comments the proposed PRC Guideline will go into immediate effect after the two-week comment period.