

Department of the History of Art, Pratt Institute  
Criteria on Promotions and Changes of Status (in accordance with the most recent Union Contract)

### **GUIDELINES FOR PROMOTIONS, CHANGES IN STATUS, AND TENURE**

When preparing a letter of application, faculty members should consult the following resources:

- History of Art Department Criteria on Promotions Changes of Status, and Tenure (available in the History of Art Department office)
- School of Art and Design Guidelines for Faculty Appointments, Changes in Status, Promotions and Tenure (available in the History of Art Department office)
- Union Contract (union office: 718-636-3614)
- Faculty Handbook, and photocopies of any recently approved changes (available in the History of Art Department office)
- Also see "Recommended Support Materials" in School of Art and Design Guidelines for Faculty Appointments

Applicants are notified by letter throughout the process as each decision is made. Steps that the applications go through include:

- Peer Committee
- Department of the History of Art Chair
- Dean of the School of Art and Design
- Provost

The mandate of the Peer Committee is to make recommendations. Thus, the Committee is advisory. It cannot set policy or make final decisions.

Note: Change of status or promotion may or may not affect salary as that is determined by union contract. Salary can otherwise only be re-negotiated after a return to Pratt following at least one entire academic year of not working for the Institute.

## PROMOTIONS (CHANGE OF RANK)

### From Instructor to Assistant Professor

- Minimum of two semesters (excluding summers) of successful teaching at Pratt
- Ph.D. required (Ph.D or equivalent for Design History)

### From Assistant to Associate Professor

- Minimum of six continuous semesters (excluding summers) of successful teaching at Pratt at the Assistant Professor level
- Ph.D. required (Ph.D. or equivalent for Design History)
- Significant recent scholarly activity and active professional engagement (publications/lectures/curated exhibitions). Submit supporting material.

### From Associate to Professor

- Minimum of six continuous semesters (excluding summers) of successful teaching at Pratt at the Associate Professor level
- Ph.D. required
- Significant recent scholarly activity and active professional engagement (publications/lectures/curated exhibitions)
- Outside recommendations required. Submit supporting material which evidences scholarly activity.

## CHANGE OF STATUS

Note: Visiting status allows the faculty member to teach up to six credit hours with no assurance of being re-appointed. As of the most recent contract, adjunct status assures faculty of one course, with a maximum of nine credit hours.

### Visiting to Adjunct

- Ph.D. required (Ph.D. or equivalent for Design History)
- Evidence of successful teaching
- Significant recent scholarly activity and active professional engagement (publications/lectures/curated exhibitions)

### Tenure Adjunct

Note: This is tenure for part-time faculty. It entitles the faculty member to join the group plan medical insurance to which Pratt contributes. Benefits also include a life insurance policy and participation in the pension plan, TIAA-Creff. If a full time position in the faculty member's field becomes available, they will be considered among the finalists.

- Minimum of ten semesters of continuous teaching (excluding summers) at Pratt at the Adjunct level.

- Meets the qualifications required for the Associate Professor level
- External and internal letters of recommendation required as well as supporting material which evidences scholarly activity.
- Demonstrated service to the Department/Institute

#### Part-time to Full-time

Promotions to full-time are beyond the jurisdiction of the Department. A national search is held when the Institute indicates that a full-time line has been created. Candidates in the specified field may apply at this time.

#### Tenure

Only full-time faculty are eligible. They may apply after twelve semesters of continuous successful teaching (excluding summers). Under certain circumstances, candidates may apply earlier.