

Application Guidelines for Change of Status and/or Promotion in Rank

Summer 2017

These guidelines were developed to assist Interior Design Department faculty applying for change of status and/or promotion in rank, reappointments, and tenure. These guidelines are not intended to replace or otherwise contravene any requirements of the current UFCT collective bargaining agreement (CBA). Faculty members are urged to review the current Faculty Handbook (and UFCT agreement for policies and procedures regarding change of status or promotion.

<http://prattsenate.org/faculty-handbook/>
www.pratt-union.org/contract/

Academic Actions Calendar aka Annual Clock

The following is a general guide to the annual academic calendar:

Faculty Applicant to the Peer Review Committee	Mid October
Peer Review Committee to Chairperson	Mid November
Chairperson to Dean	early January
Dean to Provost	mid February
Faculty Notified by Provost	late April
Confirmation from Board of Trustees	mid May

A candidate for promotion who receives a negative recommendation at any stage of the evaluation process may submit a written response for consideration in the succeeding stages of the review process.

Note: new this year> all applications shall be submitted through the INTERFOLIO website. See *APPENDIX C: Submission Procedure* for more details.

Terms and Definitions

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

An upgrade in status is a **change of status**.

An upgrade in rank is a **promotion in rank**.

Simultaneous application for promotion in rank and change of status is possible.

Rank

Rank indicates academic level. Promotion in Rank enhances academic credentials.

There are four levels:

Instructor (typically faculty with no prior teaching experience)

Assistant Professor

Associate Professor

Professor

Status

Status indicates employment level. Change in Status increase teaching load limits and enhance employment benefits.

There are five levels:

Visiting(part-time) Teaching load up to 50% of full-time faculty (6 credits a semester).

Adjunct(part-time) Teaching load of up to 75% of full-time faculty (9 credits a semester) each fall and spring semester, at the discretion of the department. Existing and future Adjunct faculty choosing not to teach a minimum of 50% of a full time equivalent work load for two semesters (whether consecutive or not) shall have their status changed to Visiting.

Adjuncts are eligible for health benefits and tuition remission.

Adjuncts with health benefits must teach a minimum of 5 credits each semester.

Adjunct with CCE Adjunct with Certificate of Continuous Employment (part-time tenure)

Benefits include tuition remission, retirement/pension plan, and health coverage.
Adjuncts with CCE with health benefits must teach a minimum of 5 credits each semester.
Adjunct CCE faculty are eligible for sabbatical leave.

Full-Time Teaching load of 12 contact hours a semester

Full-Time with Tenure Same as Full-Time status with a guarantee of full-time employment until retirement.
Note: Full time appointments are a discrete process, involving a national search.

Recommended Support Materials for Promotion and Tenure

Application material should be organized into discrete files (see *APPENDIX B: Evaluation Considerations*).
Evidence should be clear and well-organized.

Letter of Application addressed to the Chair of the Peer Review Committee, clearly stating:

- a) existing status and rank
- b) the number of years taught at current status and rank
- c) desired status and/ or rank
- d) summary of applicant's role, experiences and achievements at Pratt
- e) an explanation of why applicant should be considered for desired status and/ or rank

Your letter should outline your research, creative practice and teaching philosophy and goals, positioning your work within the realm of the discipline, and describing your trajectory. Integrate reference to the teaching performance points listed below and include a short section on how your work supports and contributes to the particular department.

Resume / Curriculum Vitae

Information must be thorough, detailed and factual.
note: see *Appendix A SoD C.V. FORMAT*

Evidence of Representative Teaching Performance

Note: portfolio and/or dossier format

- a) name, number and semester(s) of courses taught
- b) course syllabi (authorship noted- did applicant write or co-write document)
- c) examples of student work (up to two examples of student work (projects) should be submitted from each semester of service from courses taught required for the application)/ include project description (authorship noted)

note: Applications may include links to additional project examples online, posted elsewhere.
Additional projects should NOT be part of the INTERFOLIO submission.
These examples may or may not be reviewed as part of the application process.
Do not include student evaluations- these will be accessed from departmental archives
see *APPENDIX B: Evaluation Considerations*

Evidence of Professional Accomplishments

Note: portfolio and/or dossier format

examples of current work (3-5 project examples maximum)
copies of lectures (external to Pratt), articles or other published work (3-5 articles maximum)

note: Applications may include links to additional project examples online, posted elsewhere
These examples should NOT be part of the INTERFOLIO submission.
These examples may or may not be reviewed as part of the application process.
Include only work since last successful application for promotion and/or change of status.
Attribution of applicant's efforts in all evidence should be clear and verifiable.
see *APPENDIX B: Evaluation Considerations*

Evidence of Service

see *APPENDIX B: Evaluation Considerations* for details

Letters of reference/ recommendation

Letters may be from fellow faculty, students, and/or professional colleagues.

Letters may not be requested from active members of the PRC, or anyone directly part of the decision-making process (example: chair of the department, dean of the school).

Applications for CCE should include a minimum of two letters of reference from established non-Pratt affiliated professionals who can speak to the applicant's contributions to her or his area(s) of expertise.

note: 3-5 letters total UON

Letters of evaluation must be emailed to int-prc@pratt.edu.

All letters must be received by the deadline.

Criteria for Promotion (Rank)

Applicants for Promotion in Rank should address the key criteria listed below.

Minimum number of years noted refer to employment in Pratt's Interior Design department and completed by date of application. see APPENDIX B: Evaluation Considerations for more details

From <i>Instructor</i> to <i>Assistant Professor</i>	Minimum of 3 years of teaching at the Instructor level. Hold appropriate degree and/or have achieved equivalent professional accomplishments Demonstrate professional competence in the areas of creative and scholarly work, professional activity, and service to the Institute. Potential or proven excellence in teaching.
From <i>Assistant Professor</i> to <i>Associate Professor</i>	Minimum of 4 years of teaching at the Assistant level. Hold appropriate degree and/or equivalent professional distinction. Demonstrate noteworthy performance in the areas of creative and scholarly work and professional activity. Regional recognition by peers is a demonstration of noteworthy achievement in creative or scholarly work. Professional accomplishments, exhibitions, creative work, and/or publications that clearly demonstrate a commitment to professional excellence that will continue throughout her or his academic career. Excellence in teaching Demonstrate a record of service to the Department, School and/or the Institute.
From <i>Associate Professor</i> to <i>Professor</i>	Minimum of 4 years of teaching at the Associate level. Hold appropriate degree and/or equivalent professional distinction. Evidence and cumulative and ongoing achievements in creative and scholarly work and/or professional activity. Excellence recognized by peers both within and external to the Institute. Demonstrate a record of commitment to long-term, ongoing professional engagement. Excellence in teaching with rigorous and engaging pedagogy. Significant contribution to the Department, School of Design, and/or Institute. Service to the community may also be considered.

Criteria for Change of Status

Length of service at any rank is not, in and of itself, sufficient basis for promotion.

Applicants for Change of Status should address the key criteria listed below.

Minimum number of years noted refer to employment in Pratt's Interior Design department and completed by date of application see APPENDIX B: Evaluation Considerations for more details

From <i>Visiting</i> to <i>Adjunct</i>	Faculty with a minimum of 3 years teaching at the Visiting level. Evidence of teaching experience in multiple areas of the discipline that demonstrates her or his excellence in pedagogy and that meets the projected pedagogical needs of the Department and School. Demonstrate service to the Department and a willingness to fulfill increased commitment to the Department through teaching and service. Demonstrate a growing and promising record of achievement in her or his professional area(s) of expertise.
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From *Adjunct* to *Adjunct with CCE*

Faculty with a minimum of 10 continuous semesters of teaching at the Adjunct level.
Adjuncts may apply at the beginning of their fifth year.
Teaching experience in multiple areas of the discipline that demonstrates her or his excellence in pedagogy.
Demonstrate a high level of achievement in their teaching and professional career.

Demonstrate expertise appropriate to the long-range goals of the Department, School of Design, and the Institute.

Demonstrate a significant record of service to and leadership in the Department.
Institutional service may be considered as well.

Criteria for Tenure-track reappointment and Full-Time Tenure

The School of Design is currently reviewing procedures for the review of full time tenure track faculty.
Details are scheduled to be shared publically by the end of the fall 17-spring 18 academic year.

APPENDIX A: SoD C.V. FORMAT

Any submission for promotion in rank or status, as well reappointment for full time and conferral of tenure must include a Curriculum Vitae that is a complete up-to-date record of educational, employment, professional and service activities.

- Paginate after 1st page; include your name on every page
- Organize in reverse chronological order within sections

Use the Following or Similar section titles

IDENTIFYING INFORMATION

Name, address, phone number, e-mail, URL

EDUCATION

Degree/s, including majors and minors

Institution, location

Year of start and completion

List all academic degrees you have earned (noting honors)

TEACHING EXPERIENCE

Position/Rank, year(s),

Institution, location

COURSES TAUGHT

Course(s) taught (list titles and differentiate TA posts)

List semester and year

PROFESSIONAL EXPERIENCE

Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

PUBLICATIONS for RESEARCH/CREATIVE PRACTICE

Separate ALL authored works into Books, Chapters, Journal Articles, Symposia/Conference

Proceedings (printed and/or online), and Publications that feature your work.

If a journal article or manuscript has been peer reviewed (blind or otherwise), that should be indicated.

Unless you are the author, the actual publication need not be submitted.

A scan of cover, ISBN and publication details, table of contents and your article or relevant pages should be included.

Bibliography of your work in reviews, articles, catalogs of work.

Entries of publications, reviews, blogs, etc. that feature your work, can also be listed like a bibliography.

Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

EXHIBITIONS

List gallery, location and dates.

With a juried or curated exhibition, list the name of the jurors or curators.

List any awards won.

Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

LECTURES, PRESENTATIONS, SYMPOSIA, WORKSHOPS

List only conferences where you presented a paper, chaired a panel, led a workshop, exhibited work, etc.

Be sure to note if the work is collaborative and to clearly identify your contribution.

AWARDS, HONORS, FELLOWSHIPS AND SCHOLARSHIPS

This could also include artist in residency programs, etc.

ACADEMIC SERVICE

A record of service to the department, the School, and the Institute, including participation in Board of Trustee service, and committee membership.

A record of service to academic discipline and/or outside professional organizations.

PROFESSIONAL AFFILIATIONS

SKILLS

LANGUAGES

CONTINUING EDUCATION

Include symposia, courses taken, etc.

List where and dates.

APPENDIX B: Evaluation Considerations

For promotions in general, the higher the rank sought the more stringently the criteria are applied.

Applications for simultaneous promotion in rank and change of status are permitted.

An oversimplified summary: promotion in rank emphasizes professional and creative accomplishments, changes in status emphasizes excellence and versatility in teaching and service.

Observations of courses and evaluations of course material will be made by the Peer Review Committee. Observations will consist of a visit to a class scheduled with at least a week's notice to the faculty member being observed.

Teaching Effectiveness

Excellence in teaching is the most important attribute of a part-time faculty member. Aspects and qualities that may be considered by the administration in assessing teaching effectiveness include, but are not limited to:

- command of one's subject
- ability to organize subject matter and to present it clearly, coherently, and imaginatively
- knowledge of current developments in one's discipline
- ability to relate one's subject to other areas of knowledge and to broader cultural and social concerns
- ability to provoke and broaden student interest in the subject matter
- ability to utilize effective teaching methods and strategies
- flexibility and versatility in accommodating teaching to changes in curricular structure and content
- possession of the attributes of integrity, industry, open-mindedness, and objectivity in teaching
- ability to elicit the highest quality in students' work
- open-minded, respectful, and compassionate concern for the student as a person and as a future professional

Creative/Scholarly Work and Professional Activity

Effective teaching necessitates active involvement in the creative and scholarly developments in the individual's field. Each part-time faculty member has an obligation to maintain a high level of professional competence and to keep abreast of the activity in his/her field. An individual faculty member's creative or scholarly work should be evaluated in terms of its quality, its level of recognition among peers, and its significance to the particular discipline. Evidence of appropriate endeavors may include:

- publications
- design activity (including inventions and patents)
- grants and commissions
- advanced study, i.e., post-master's degree and post-doctorate education
- presentations of papers and/or projects before learned societies and at professional meetings
- exhibitions and/or performances

In addition to creative or scholarly work, other evidence of professional involvement includes:

- receipt of fellowships and grants, patents, commissions, prizes or commendations
- appointment in a creative or scholarly capacity to a regional, state or national post
- participation in professional organizations, conferences, and institutes
- a leadership position in professional organizations
- service in the individual's professional area as a consultant or resource person

Service to the School, Department, the Institute, and the Community

Pratt Institute depends upon its faculty for quality services rendered outside the classroom. Part-time faculty members are encouraged to participate in the broader concerns of the Institute. Such participation may include, but is not limited to the following:

- service on Department, School or Institute committees
- participation in the decision-making and curriculum development and change processes
- service and participation in the business of the general faculty (e.g., faculty committees, academic senate)
- fulfillment of special assignments (e.g., administrative assignments such as recruitment)
- service to the community, professional expert/advisor
- portfolio reviews
- faculty chats

Note: These examples are provided by the PRC of Interior Design.

APPENDIX C: Submission Procedure

Submission Format

Please note that these instructions may change next year, as we better learn to use the INTERFOLIO interface.

All application materials must be submitted through the INTERFOLIO website EXCEPT letter of recommendation. Those should be sent to int-prc@pratt.edu by the reviewer/ letter-writer by the deadline/ late letters will not be considered.

Application should be formatted into the following separate files:

- Letter of Application
- Resume / Curriculum Vitae
- Evidence of Representative Teaching Performance
- Evidence of Professional Accomplishments
- Evidence of Service

3-5 Letters of reference/ recommendations

All files should be .pdf format.

Digital submissions are required, physical submissions are optional.

Only the PRC will review physical submissions.

Please note that the PRC may review either the digital or printed submission or both.

Submission Deadline

Both digital (required) and physical (optional) submissions must be received by **5pm Friday, October 13^h, 2017**.

Physical applications are to be delivered to the Interior Design Office.

Neither the committee nor the Interior Design Office personnel will print any part of an application.

Late submissions will not be accepted, and any information received after the deadline will not be included in the review.

Attribution

Work submitted in the application must be clearly credited (sole authorship, collectively authored, collaboration vs. employment, contribution to project, etc). Not only is this important for the evaluators' understanding of the applicant but vital to upholding academic and professional standards. Improper or misleading crediting of work will not be tolerated.

Communication

All communications from applicants should be addressed to the Chair of the Peer Review Committee at INT-PRC@pratt.edu.