

*Department of Math and Science Peer Review Committee (PRC)*  
**Standards of Eligibility, Fitness and Evaluation**  
**(Criteria for promotion, change of status, reappointment and tenure)**  
*Provisional as of Fall 2009*

*Definition of Terms<sup>1</sup>:*

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.**
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 fulltime 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 rank is referred to as a **Promotion**. An upgrade in employment level is referred to as a **Status Change** or **Change in Status**.

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<sup>1</sup> Definitions consistent with UFCT Collective Bargaining Agreement (effective 1-Sept-2007 - 31-August-2011). Full CBA available at <http://www.pratt-union.org/contract/>

*Department of Math and Science Peer Review Committee (PRC)*  
**Criteria and Standards of Evaluation**  
**for Reappointment, Promotion and Change of Status:**  
**FULL-TIME applicants**  
*Provisional as of Fall 2009*

In its continuing responsibility toward meeting the particular professional needs of the Department of Mathematics and Science, the PRC has striven to apply principled flexibility to its general criteria of merit. The following revised statement of policy is being made publicly available for discussion and use in making decisions regarding promotion and tenure within the FULL-TIME ranks.

Simultaneous applications for Promotion and Status Change are permitted.

*I. Criteria for Reappointment (third and fifth year of Tenure-Track status)*

1. **Possession of a Ph.D. degree or its terminal equivalent in a field relevant to the mission of the department (e.g. D.Sc., D.Eng.).**

**and**

2. **Demonstration of superior quality teaching.** A successful applicant for tenure-track reappointment will have a record of superior quality teaching, as established by peer observations and student evaluation forms. Documented reports on guest lecture engagements, examples of student work, professional development in teaching, breadth of teaching, and introduction of novel courses will also be considered.

**and**

3. **Evidence of progress towards an externally-funded research program.**

Examples include:

- Professional development such as participation in sponsored workshops in area of research expertise
- Scholarly communication at conferences, workshops or professional publication in applicant's field of research
- Establishing a research agenda
- Submission of grant applications

**and**

4. **Evidence of engagement with opportunities for service within the Institute.** A successful applicant for promotion tenure-track reappointment will have become involved in service on academic committees (department or school or institute level) and/or involvement in Institute activities (searches and/or any assistance with department or school or Institute projects, programs and events). *Public service and outreach can supplement, but not replace, service within the Institute.*

## II. Criteria for Promotion from Assistant to Associate Professor (Full-Time Status)

1. **Possession of a Ph.D. degree or its terminal equivalent in a field relevant to the mission of the department (e.g. D.Sc., D.Eng.).**

**and**

2. **Demonstration of superior quality teaching.** A successful applicant for promotion for Associate Professor will normally be expected to have four to six years of superior quality teaching at the Assistant Professor rank as established by peer observations and student evaluation forms. Documented reports on guest lecture engagements, examples of student work, professional development in teaching, breadth of teaching, and introduction of novel courses will also be considered.

**and**

3. **Evidence of achievements in research, as well as continued progress towards an externally-funded research program.**

Examples include:

- Professional development such as participation in sponsored workshops in area of research expertise
- Scholarly communication at conferences and workshops
- Professional publication in applicant's field of research
- Establishing a research agenda
- Submission of grant applications

**and**

4. **A record of service within the Institute.** A successful applicant for promotion to Associate Professor will have a record of service on academic committees (department or school or Institute level) and involvement in Institute activities (searches and/or any assistance with department or school or Institute projects, programs and events). *Public service and outreach can supplement, but not replace, service within the Institute.*

## III. Criteria for Promotion from Associate to Full Professor (Full-Time Status)

1. **Demonstration of superior quality teaching.** A successful applicant for promotion for Full Professor will normally be expected to have four to six years of superior quality teaching at the Associate Professor rank as established by peer observations and student evaluation forms. Documented reports on guest lecture engagements, examples of student work, professional development in teaching, breadth of teaching, and introduction of novel courses will also be considered.

**and**

2. **Continued achievements in research while serving at the Associate Professor rank**  
Examples of research achievements include:

- Body of publications in peer-reviewed scientific journals and scholarly work of recognized distinction
- Presentation of papers at conferences and/or seminars
- Publications in conference proceedings
- Other published written materials either by or about the applicant
- Awards and any other evidence of professional achievements
- Outside of Institute recognition
- Funding of research through grants
- Supervision of undergraduate or graduate students on research projects
- Supervision of postdoctoral researchers

**and**

3. **A record of service at all levels within the Institute.** A successful applicant for promotion to Associate Professor will have a record of service on academic committees (department and school and Institute level) and involvement in Institute activities (searches and/or any assistance with department or school or Institute projects, programs and events). *Public service and outreach can supplement, but not replace, service within the Institute.*

#### *IV. Criteria for Change in Status from Tenure-Track (Non-Tenured) to Tenured (must be filed IN or BEFORE the seventh year of Full-Time employment)*

1. **Associate Professor rank (or concurrent application for promotion to Associate Professor rank).**

**and**

2. **Full-time faculty members applying for tenure should demonstrate a consistent commitment to working alongside colleagues to identify and meet departmental needs**

**and**

3. **Evidence which suggests that the candidate possesses the capability and drive to potentially meet the criteria for promotion to Full Professor.**

**and**

4. **Two professional letters of recommendation, by qualified peers from inside or outside the Institute, which attest to aspects of points 2-5 above.**

*Department of Math and Science Peer Review Committee (PRC)*

**Criteria and Standards of Evaluation  
for Promotion and Change of Status:  
PART-TIME applicants**

*Provisional as of Fall 2009*

In its continuing responsibility toward meeting the particular professional needs of the Department of Mathematics and Science, the PRC has striven to apply principled flexibility to its general criteria of merit. The following revised statement of policy is being made publicly available for discussion and use in making decisions regarding promotion and status within the PART-TIME ranks.

Simultaneous applications for Promotion and Status Change are permitted.

*I. Criteria for Promotion from Instructor to Assistant Professor*

1. **A graduate degree in a field relevant to the mission of the department.**

and

2. **Demonstration of superior quality teaching.** A successful applicant for Assistant Professor will normally be expected to have three to five years of superior quality teaching at the Instructor level, as established by peer observations and student evaluation forms. Documented reports on guest lecture engagements, examples of student work, professional development in teaching, breadth of teaching, and introduction of novel courses will also be considered.

and

3. **Evidence of achievements in research.**  
Examples include:
  - Professional development such as participation in sponsored workshops in area of research expertise
  - Scholarly communication at conferences and workshops
  - Professional publication in applicant's field of research
  - Establishing a research agenda
  - Submission of grant applications

or

3. **Evidence of engagement with opportunities for service within the Institute.** A successful applicant for Assistant Professor (Visiting or Adjunct Status) will have become involved in service on academic committees (department or school or Institute level) and/or involvement in Institute activities (searches and/or any assistance with department or school or Institute projects, programs and events). *Public service and outreach can supplement, but not replace, service within the Institute.*

## II. Criteria for Promotion from Assistant to Associate Professor

1. **A graduate degree in a field relevant to the mission of the department.**

and

2. **Demonstration of superior quality teaching.** A successful applicant for Associate Professor will normally be expected to have four to six years of superior quality teaching at the Assistant Professor level, as established by peer observations and student evaluation forms. Documented reports on guest lecture engagements, examples of student work, professional development in teaching, breadth of teaching, and introduction of novel courses will also be considered.

and

3. **Evidence of continuing achievement in research.**

Examples include:

- Professional development such as participation in sponsored workshops in area of research expertise
- Scholarly communication at conferences and workshops
- Professional publication in applicant's field of research
- Establishing a research agenda
- Submission of grant applications

or

3. **A record of continuing service within the Institute.** A successful applicant for promotion to Associate Professor will have a record of service on academic committees (department or school or Institute level) and/or involvement in Institute activities (searches and/or any assistance with department or school or Institute projects, programs and events). *Public service and outreach can supplement, but not replace, service within the Institute.*

## III. Criteria for Promotion from Associate to Full Professor

1. **A graduate degree in a field relevant to the mission of the department.**

and

2. **Demonstration of superior quality teaching.** A successful applicant for promotion for Full Professor will normally be expected to have four to six years of superior quality teaching at the Associate Professor rank as established by peer observations and student evaluation forms. Documented reports on guest lecture engagements, examples of student work, professional development in teaching, breadth of teaching, and introduction of novel courses will also be considered.

and

3. **Achievement in research.**

Examples of research achievements include:

- Body of publications in peer-reviewed scientific journals and scholarly work of recognized distinction
- Presentation of papers at conferences and/or seminars
- Publications in conference proceedings
- Other published written materials either by or about the applicant
- Awards and any other evidence of professional achievements
- Outside of Institute recognition
- Funding of research through grants
- Supervision of undergraduate or graduate students on research projects
- Supervision of postdoctoral researchers

**and**

4. **A record of service within the Institute.** A successful applicant for promotion to Associate Professor will have a record of service on academic committees (department or school or Institute level) and/or involvement in Institute activities (searches and/or any assistance with department or school or Institute projects, programs and events). *Public service and outreach can supplement, but not replace, service within the Institute.*

#### *IV. Criteria for Change in Status from Visiting to Adjunct*

1. **A graduate degree in a field relevant to the mission of the department.**

**and**

2. **Demonstration of superior quality teaching.** A successful applicant for Adjunct Status will normally be expected to have three to five years of superior quality teaching as a Visitor, as established by peer observations and student evaluation forms. Documented reports on guest lecture engagements, examples of student work, professional development in teaching, breadth of teaching, and introduction of novel courses will also be considered.

**and**

3. **Evidence of achievements in research.**

Examples include:

- Professional development such as participation in sponsored workshops in area of research expertise
- Scholarly communication at conferences and workshops
- Professional publication in applicant's field of research
- Establishing a research agenda
- Submission of grant applications

**or**

3. **A record of service within the Institute.** A successful applicant for Adjunct Status will have a record of service on academic committees (department or school or Institute level) and involvement in Institute activities (searches and/or any assistance with department or school or Institute projects, programs and events). *Public service and outreach can supplement, but not replace, service within the Institute.*

*V. Criteria for Conferral of CCE (Adjunct Status)*

1. **Adjunct Associate Professor status (or concurrent application for promotion to Adjunct Associate Professor status).**

**and**

2. **Part-time faculty members applying for CCE should demonstrate a consistent commitment to working alongside colleagues to identify and meet departmental needs**

**and**

3. **Evidence which suggests that the candidate possesses the capability and drive to potentially meet the criteria for promotion to Adjunct [Full] Professor.**

**and**

4. **Two professional letters of recommendation, by qualified peers from inside or outside the Institute, which attest to aspects of points 2-5 above.**

*Department of Math and Science Peer Review Committee (PRC)*

**Support Materials for Applications:  
FULL-TIME and PART-TIME applicants**

*Effective as of Fall 2009*

*A complete application to the PRC should include...*

- ◆ **Letter of Application:** A letter addressed to the chair of the PRC which should clearly state the desired faculty action (promotion, change of status, reappointment and/or tenure), as well as speak to the applicant's role, experiences and achievements at Pratt Institute;
- ◆ **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;
- ◆ **Examples of Applicant's Work:** Copies of applicant's publications, along with any supporting materials attesting to the applicant's professional accomplishments;
- ◆ **Evidence of Teaching Performance:** A clear presentation of course syllabi, possibly with examples of student work.

Applications for *Full-Time Tenure* and *Adjunct Status with CCE* should include at least two professional letters of recommendation.

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

### *Application Deadlines*

Application deadlines are based on the Institute's calendar and will be made known to all Math and Science faculty as early as possible at the beginning of the academic year. Applicants should expect a deadline in late September or early October. *For the Fall of 2009, the deadline for applications to the PRC is October 20th.* No exceptions or extensions to this deadline will be considered. *It is the responsibility of the applicant to submit a complete application.*

### *Questions*

Please feel free to consult the chair of the PRC with any questions about the faculty action process. *For the Fall of 2009, the chair is Damon Chaky ([dchaky@pratt.edu](mailto:dchaky@pratt.edu)).*

***Please place completed applications in Damon Chaky's mailbox  
by 5pm on October 20th.***