FINE ARTS DEPARTMENT

PEER REVIEW 2020 – 2021
Standards and Procedures
Faculty Action - Appointment, Reappointment, Promotion and Tenure

IMPORTANT DEADLINES

# 1 INTENT TO APPLY - TBA
# 2 APPLICATION DEADLINE - TBA

Questions
Prof. Donna Moran Peer Review Committee Chair
prc@pratt.edu (please use this email for all PRC business)
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INTRODUCTION

The Fine Arts Peer Review Committee (PRC) offers the following Standards and Procedures with the intention of assisting Fine Arts Faculty in applying for Promotion, Change in Status, Certificates of Continuous Employment (CCE), Full-Time Reappointments and/or Tenures to assemble the strongest possible application. It is the responsibility of the applicant to carefully review the standards and procedures and submit a complete, comprehensive and professional application.

The Peer Review Committee is the first review step in a multi-tiered review process. Faculty applications are reviewed by the PRC and recommendations are made to the Department Chair.


- Evaluation reports and recommendations concerning reappointment, promotion and/or tenure, as set forth in Article 16.2 of the CBA, 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.

COLLECTIVE BARGAINING AGREEMENT INFORMATION (CBA)

A copy of the CBA can be found on the Pratt Faculty Union website HERE

- 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, see p. 3
  - 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
  - ARTICLES 30.4 and 30.5, details the required probationary periods for Tenure and CCE.
FA PRC FAQ's

- Simultaneous applications for Promotion and Change in Status are permitted provided the candidate meets the criteria.
- Applications are only accepted from Faculty whose Initial Appointment Letter or First Semester Contract originates from the Fine Arts Department.
- Questions should be addressed to the Chair of the Peer Review Committee before applying.
- The Fine Arts PRC Chair establishes the application deadline in accordance with the Faculty Action Calendar distributed by the Provost’s Office.
- Faculty will receive adequate notice via email of Intent to Apply and Application Deadlines, and a copy of the most current Standards and Guidelines which are revised each year.
- Applications are submitted through INTERFOLIO.
- All deadlines are strictly adhered to. Late or incomplete applications will not be reviewed.
- Applications may be withdrawn at any point during the process.
- The PRC does not review applications for Sabbatical.

DEADLINES

All applications are accepted and reviewed through INTERFOLIO. A CASE must be created for you in the system in order to complete your Application Packet. Therefore, it is necessary to provide your “Intent to Apply” to the PRC Chair by the specified deadline.

Deadline #1 TBA
- email prc@pratt.edu your “Intent to Apply”
- specify the Faculty Action you will be applying for: Promotion, Change in Status, Reappointment or Tenure

Deadline #2 TBA
- Firm Application Deadline
- NO LATE APPLICATIONS WILL BE REVIEWED
DEFINITION OF TERMS

1. **RANK** - indicates academic level
   - At Pratt, the Ranks are:
     - Instructor
     - Assistant Professor
     - Associate Professor
     - Professor
   - A change in Rank is referred to as a “PROMOTION”

2. **STATUS** - indicates employment level
   - An upgrade in STATUS is referred to as a “CHANGE IN STATUS”
   - At Pratt, Status titles are:
     - VISITING:
       - Part-time teaching, limited to 50% of full-time workload at the discretion of the Administration.
     - ADJUNCT:
       - Part-time teaching, limited to 75% of a full-time workload.
       - A minimum of 50% of full-time workload is required.
       - Adjunct Faculty may elect to purchase health coverage offered by the Administration.
     - ADJUNCT with CERTIFICATE OF CONTINUOUS EMPLOYMENT (CCE):
       - 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.
     - Full-time Reappointment [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 of 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.
**CRITERIA FOR PROMOTION**

- **For Promotion to Assistant Professor**
  Candidate:
  - Must have 3-5 years of excellence in teaching at the Instructor level.
  - May apply in the beginning of the 3rd year of their current rank.
  - Must have a clear record of professional accomplishments
  - Must demonstrate some service to the Department.

- **For Promotion to Associate Professor**
  Candidate:
  - Must have 4-6 years of excellence in teaching at the Assistant Professor level.
  - May apply in the beginning of the 4th year of their current rank.
  - Must have a substantial professional record that indicates the applicant is on track to becoming a recognized and influential leader in their field of expertise.
  - Must have a growing record of service to the Department.

- **For Promotion to Professor**
  Candidate:
  - Must have 4-6 years of excellence in teaching at the Associate Professor level.
  - May apply in the beginning of the 4th year of their current rank.
  - Must have a substantial, professional CV that establishes clear and recognized excellence and leadership in their field of expertise.
  - Must have a significant record of service to the Department and Institute.

**NOTE:**
Service to the Department is expected for anyone applying for Promotion. See “Standards of Evaluation” p. 11-12.

**CRITERIA FOR CHANGE IN STATUS**

Initial faculty appointments are made at the Visiting, Adjunct or Full-Time Status, at the discretion of the Department Chair and with the approval of the appropriate administrators. Once employed, a faculty member may request a Change in Status through the ARPT process. Candidates applying for Changes in Status must hold the minimum Rank of Assistant Professor. Applicants may apply simultaneously for BOTH a Promotion and a Change in Status provided they meet the criteria.

- **From Visiting to Adjunct**
  Candidate:
  - Must have a minimum of 3 years teaching as a Visitor; time served alone is no assurance of advancement.
  - May apply in the beginning of the 5th semester of their current status.
  - Is expected to demonstrate an ability and willingness to fulfill the increased commitment in teaching (a minimum 50% of a Full-time workload) and service that an adjunct appointment carries.
  - Must have a growing and promising record of achievement in their professional area(s) of expertise.
  - Must demonstrate an active record of service to the Department.
Conferral of the Certificate of Continuous Employment (CCE):

Candidate:
- Must have a minimum of 5 years teaching at the Adjunct Status; years as a Visitor do not apply.
- May apply at the beginning of their 9th semester; time served alone is no assurance of advancement.
- Must present evidence of maintaining a minimum 50% of a Full-time workload, which may include release time.
- Must show evidence of the ability to teach a diversity of courses within their Program or across the Department
- Must demonstrate an outstanding level of achievement and commitment in their teaching and professional career
- Must demonstrate leadership and service in the Department
- Must demonstrate excellence in teaching, professional practice, and/or research

From Part-Time to Full-Time:
All Full-time appointments are subject to an open search process and applications for Full-time appointments are NOT reviewed by the PRC.

Full-Time Reappointment or Tenure:
Applications for Reappointment and Tenure are reviewed by the PRC. “Faculty will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year” CBA 16.5. Applications for Reappointment are required to be submitted in the 5th semester and again in the 9th semester of the Full-time appointment. Applications for Tenure are required to be submitted in the 13th semester, but faculty may consider applying for early Tenure.

Candidate:
- Must demonstrate continued excellence in teaching, research and professional career.
- Must have a strong record of leadership and service in the Department.
- Must demonstrate a continued commitment to making significant contributions to the Department and fulfill an increased level of service to both the Department and Institute that is expected of full-time faculty.

NOTE:
Service to the Department and Institute is encouraged for anyone applying for a Change in Status, Reappointment or Tenure. See “Standards of Evaluation” p. 11-12.

APPLICATION CASE/ PACKET MATERIALS and REQUIREMENTS

Materials required for Promotion, Change in Status, Certificate of Continuous Employment (CCE), Full-Time Reappointment and Tenure

1. Letter of Intent (Application Cover Letter)
   - Addressed to the Fine Arts Peer Review Committee
   - IMPORTANT: Clearly and correctly state the candidate’s current Rank and Status and year of conferral for both. Contact HR if you are uncertain of your current Rank and Status or timeline.
   - Correctly state the Faculty ARPT Action you are applying for.
   - Present a clear and convincing summary and highlights of the candidate’s support materials.
   - Provide a summary of contributions to the Department and/or Institute.
   - Make a compelling case as to why the applicant should be recommended by the committee.

1a. Substantiation of Current Rank and Status
   upload a PDF screenshot of your Faculty Campus Directory page from the Pratt website
1b. Faculty Personnel Action Checklist
Complete the required form in Interfolio provided by the Provosts office. This form will require you to state the dates of conferral for your Current Rank and Status. Contact HR if you are uncertain.

2. Academic CV/Resume*:  
   - A current, comprehensive, and complete record of the applicant’s education and employment history, professional activities, teaching, contributions to the field of expertise, acknowledgments, and academic and public service  
   - Include a complete list of all Rank & Status held at the Institute or other Institution of higher learning with the number of years served at all academic levels clearly indicated.  
   - Standard Academic CV format is REQUIRED – see CAA Guidelines for Visual Artist CV HERE

3. Artist Statement:  
   upload a current artist statement

4. Evidence of Teaching Performance:
   A. Statement of Teaching Philosophy:  
      a concise statement clearly articulating your teaching philosophy
   B. Verification of Courses Taught in the year of application:  
      upload a PDF screenshot of your LMS or Canvas Dashboard listing all courses taught within the calendar year of application (previous spring and current fall semesters)
   C. Syllabi:
      ALL syllabi for courses taught within the calendar year of application (previous spring and current fall semesters)  
      Note: Syllabi must meet the Institute and Department’s standards and be in the current format required by the Office of the Provost. For a current template and guidelines visit the Office of the Provost webpage HERE and scroll down to “Course Syllabus”.
   D. Student Work:
      • 15 and up to 20 images, film or video of student work annotated or with an accompanying image list: titles, materials, techniques, date of creation, or other relevant information.  
      IMPORTANT: Images can become distorted in Interfolio. To avoid this problem the PRC strongly recommends creating a PowerPoint with annotated images. Save the PowerPoint as a PDF and upload the PDF to Interfolio. There is no limit to the number of PowerPoints/PDFs that can be uploaded to the portfolio section of the Case Packet.
        Interfolio guides for uploading materials HERE and HERE
   E. Peer Observations:
      1-3 Peer Observations are required for ALL applicants.  
      • A Peer Observation is required for each distinct course number (not section) being taught in the academic year of the application (previous spring and/or current fall semesters).  
      • No more than three (3) Peer Observations are required in total.
   Peer Observation Procedures:
      • Applicants are solely responsible for initiating and scheduling their Peer Observations.
• **IMPORTANT**: Faculty who teach specific courses only in the spring semester are responsible for planning ahead and scheduling their Peer Observations within the calendar year.

• Applicants should select and invite peers who they feel are familiar with and understand their discipline(s).

• The choice of peers is not limited to the members of the PRC and may include any FA Department faculty or faculty from other Departments within the Institute.

**NOTE**: Faculty must be current members of the UFTC local 1460 and Observations by Fine Arts Administration or non-faculty personnel will not be recognized.

• Applicants are responsible for providing observers with the fillable pdf “Peer Observation Form” [HERE](mailto:prc@pratt.edu). Contact prc@pratt.edu for an emailed copy.

• Peer Observation Forms must be completed and dated within the calendar year of the application (previous spring and/or current fall semesters).

• Observers can TYPE their signature in the “Digital Signature field”.

• Peer Observations for each course to be evaluated should remain confidential and must be requested using the “DOSSIER – CONFIDENTIAL LETTER REQUEST” tool in Interfolio INSTRUCTIONS HERE.

• Once the confidential Observation Forms are received, the applicant must add the document from their Dossier to the Case/Application Packet as Evidence of Teaching Performance.

• Peer Observations must be submitted using the fillable PDF form. No Peer Observations in any other format nor scanned copies will be accepted.

• Faculty are expected to distinguish Peer Observers from Recommenders.

See Procedures for Peer Observers and a preview of the “Peer Observation Form” p. 14-15

5. **Letters of Recommendation:**

   ❖ **For Promotion and Adjunct Status**

   Applicants for Promotion and Adjunct Status are required to have a minimum of two (2) letters of recommendation and a maximum of four (4).

   • a minimum of one (1) letter from a non-Pratt-affiliated, established, and recognized professional within the applicant’s field of expertise
   • and a minimum of one (1) letter from a Pratt affiliated professional.

**Letter of Recommendation Guidelines:**

   **External**

   • The recommendation must be written on the professional letterhead of the recommender, dated, and signed.
   • The recommender should identify their professional affiliation and their connection to the applicant.
   • Letter should address the applicant’s contributions to their area(s) of expertise and professional accomplishments in their field.

   **Internal** (Pratt)

   • Recommendation must be written on Pratt letterhead, dated, and signed.
   • Pratt affiliated recommenders should be asked to address the applicant’s pedagogy and contributions to the Fine Arts Department and/or the Institute.
   • Faculty are highly encouraged to distinguish Recommenders from Peer Observers.

   **For All Letters**

   • Letters must be dated within the calendar year of the application and signed.
   • Letters of Recommendation must remain confidential and be requested using the “DOSSIER – CONFIDENTIAL LETTER REQUEST” tool in Interfolio INSTRUCTIONS HERE.
   • Once the confidential Letters of Recommendation are received, the applicant must add the document from their Dossier to the Case/Application Packet.
For Certificate of Continuous Employment (CCE), Full-time Reappointment, and Tenure

Applicants for CCE, Full-time Reappointment and Tenure are required to have a minimum of five (5) letters of recommendation and a maximum of ten (10).

- a minimum of three (3) letters from non-Pratt-affiliated, established and recognized professionals within the field of the applicant’s expertise
- and a minimum of two (2) letters from Pratt affiliated professionals.

Letter of Recommendation Guidelines:

External

- Recommendations must be written on the professional letterhead of the recommender, dated, and signed.
- Recommenders should identify their professional affiliation and their connection to the applicant.
- Letter should address the applicant’s contributions to their area/s of expertise and professional accomplishments in their field.

Internal (Pratt)

- Recommendations must be written on Pratt letterhead, dated, and signed.
- Pratt affiliated recommenders should be asked to address the applicant’s pedagogy and contributions to the Fine Arts Department and the Institute.
- Faculty are highly encouraged to distinguish Recommenders from Peer Observers.

For All Letters

- Letters must be dated within the calendar year of the application and signed.
- Letters of Recommendation must remain confidential and be requested using the “DOSSIER – CONFIDENTIAL LETTER REQUEST” tool in Interfolio INSTRUCTIONS HERE
- Once the confidential Letters of Recommendation are received, the applicant must add the documents from their Dossier to the Case/Application Packet.

- IMPORTANT NOTES FOR ALL LETTERS OF RECOMMENDATION:
  - Letters of Recommendation by Pratt Fine Arts Administration or Pratt non-faculty personnel will not be recognized with the exception of those holding the title of “Director”.
  - Letters of Recommendation may include faculty or directors from Pratt’s partner school Munson Williams Proctor.

6. Departmental and Institutional Service Form:

Please use the PRC’s Service Record Form to provide a list of Departmental and/or Institutional Service. List items chronologically. Form Word HERE and PDF HERE.

NOTES:

- [CBA Article XVI: 16.2] “…The Departmental Committees on ARPT 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.”
- Participation in Survey/Critiques for which classes are canceled will not be considered as service by the PRC. However, faculty participation in critiques outside of scheduled teaching is considered service.
- Writing letters of recommendation are not considered service, but a responsibility teaching.
- Please consult the Department for a list of suggested service opportunities.
7. **Artist Portfolio:**
All applicants are required to submit a well-organized, annotated and professional portfolio.

**Portfolio Materials**
- All materials must be submitted digitally through Interfolio.

- Include up to 20 images, film, video, and/or weblinks of the applicant’s work annotated with titles, materials, techniques, date of creation, and any other relevant information.

- Other support materials attesting to the applicant’s professional accomplishments such as press, reviews, exhibition announcements, etc.

- Hard copies of books and/or publications will no longer be accepted. All publication materials must be submitted digitally.

**IMPORTANT:** Images can become distorted in Interfolio. To avoid this problem the PRC strongly recommends creating a PowerPoint with annotated images. Save the PowerPoint as a PDF and upload the pdf to Interfolio. There is no limit to the number of PowerPoints/PDFs that can be uploaded to the portfolio section of the Case Packet.

*Interfolio guides for uploading materials* HERE and HERE

**Standards of Evaluation**

- **Letter of Intent:**
  Is well-written and includes the criteria outlined on p. 7.

- **Academic CV/Resume:**
  - Meets the standards and criteria outlined on p. 8.
  - Is a current, comprehensive, and complete record of the applicant’s education and employment history, professional activities, teaching, contributions to the field of expertise, acknowledgements, and academic and public service.
  - Is presented in an Academic CV format

- **Letters of Recommendation considerations (External):**
  - Professional status and affiliation of the recommender.
  - The quality of the recommender’s advocacy for the candidate’s professional accomplishments and contributions.
  - The overall level of support for the candidate’s application.
  - Requisite number

- **Letters of Recommendation considerations (Internal):**
  - The quality of advocacy for the applicant’s pedagogy and contributions to the Fine Arts Department and/or the Institute.
  - The overall level of support for the candidate’s application.
  - Requisite number

- **Evaluation of Teaching Excellence and Effectiveness:**
  - Contextual strength and writing quality of the teaching philosophy.
  - The quality of student work as presented in the application and as seen in surveys, reviews, exhibitions and open studios.
  - The quality of syllabi and attention to the standards.
  - Peer Observations – requisite number and quality of assessment
Inter-collegial interactions and collaborations.

- **Quality of Service:**
  - **Departmental** or **Program** service is construed as voluntary or compensated Department support beyond what is required for one's teaching. This could include department/area committees, departmental searches, and/or assistance with departmental projects, extra-curricular programs, events, presentations, the coordination and installation of exhibitions, and participation in critiques outside of scheduled teaching. Departmental or Program service that is compensated with Release-time or Stipend, will be considered, but is not required to be distinguished on the service record form.
  - **Institutional** service is construed as voluntary or compensated Institute support beyond what is required for one's teaching. This would include Institute Search Committees, UFCT Committee or Assembly, Academic Senate, Institute Curriculum Committee, Portfolio Review Day, Open House/Studio, Family Weekend, etc. Institutional service that is compensated with Release-time or Stipend, will be considered, but is not required to be distinguished on the service record form.

- **Portfolio**
  The portfolio is expected to document professional accomplishments and demonstrate a depth and breadth of engagement in the candidate’s field of expertise. Works presented are expected to be annotated with detailed descriptions and dates.

**INTERFOLIO FAQ’s**

Pratt Institute is now using **Interfolio** to manage all “Faculty Actions” - reappointment, promotion, change of status, and tenure review processes. Please note that Interfolio uses the term “Review, Promotion & Tenure,” but this does not necessarily reflect the given process at Pratt.

**YOUR DOSSIER**

A key component of Interfolio is the individual Dossier account that each faculty member will receive. This is a private account to help you collect and manage materials for your professional reviews. You will be the only one to see what’s in your Dossier, and you can keep it for life (without charge and regardless of whether you remain at this institution).

1. Find it: my.pratt.edu > faculty > quick links > interfolio
2. Log in using your “One Key”
3. Go to Dossier and find the “Dossier Quick Start” guide at the bottom of the page

Your Dossier account includes several features that should make it easier to manage and understand reviews—before, during, and after any formal deadlines.

**In your Dossier you can:**
- Store documents, images, videos, and links to online work in your account
- Request and store reusable letters of recommendation, submitted directly by the letter writer to Interfolio and kept confidential
- Organize your materials into “collections” for different purposes—for example, fellowship applications, tenure reviews, or grants
- View institutional guidelines for specific types of academic review processes
- Reuse previously submitted/assembled materials when participating in formal reviews through Interfolio
- Solicit and receive feedback from others on your campus in advance of reviews
VIEWING YOUR CASE
If you are scheduled for a committee or case review this year, your department's PRC Chair will initiate your case. When
this happens, you will receive an email notifying you a review has been initiated on your behalf. Select “View Case” in the
email and you will be taken to your account home page.

IMPORTANT: FA Faculty should expect your CASE to be opened immediately following the Intent to Apply deadline. If
you do not receive an email from Interfolio indicating your CASE has been opened, please email prc@pratt.edu

Recommended Browsers to make sure you have the best experience possible, Interfolio recommends Google Chrome
(latest version) and Mozilla Firefox (latest version), Safari (latest version), and Internet Explorer (10 and above).

GETTING HELP
For questions related to Interfolio Review Promotion & Tenure or Dossier, Interfolio provides a robust library of help
articles on its website, including:

- Quick Reference Guide to Dossier Institution
- Best Practices and Resources (Video)
- Candidate’s Guide to Interfolio Review Promotion & Tenure
- For Review, Promotion, and Tenure Candidates
- Manage Your Dossier Materials
- Dossier Help Articles
- Use Guidelines to Prepare for Reviews
- Help for Sharing and Receiving Feedback on Dossier Materials

You can also reach out to the Interfolio Scholar Services Team at help@interfolio.com or 877.997.8807 (9-6
Eastern, M-F).

ADDITIONAL NOTES
• HELP menu is located in the drop down under your name (top right corner)
• An application can be withdrawn at any stage of the process
• To provide multiple documents to recommenders when making requests through Interfolio, create one PDF
  containing all the materials that can be attached to the system email.
• Be sure all your materials have uploaded to your Case-Packet before exiting Interfolio.
• Remember to click “SUBMIT” once your application is complete.
• Once your Case Packet is submitted, it will be reviewed by the PRC Chair for errors. If problems are identified
  the applicant will be invited to correct the problem before the case is moved on to the committee.
• PRC Recommendations are not viewable until the Department Chair’s letter has been added and the Case is
  moved forward
• Faculty applying for ARPT shall have the opportunity to append or affix** his or her comments to the
  application at the Chair, Dean and Provost review level.

Link from help menu on rebuttals (append and affix at Pratt) HERE
FILLABLE PDF HERE
The form is fillable once downloaded to your computer from the google drive or request a copy via email at prc@pratt.edu. The PDF form can then be attached to the “Confidential Letter Request” made through your Dossier. Observers should type their name into the “digital signature field”. Scanned or images of this form will not be accepted.

Observers:
You have been invited to complete a confidential “Peer Observation”. You will receive a Letter Request Link via email from the candidate through Interfolio. Please accept the request. Once you have completed the fillable PDF form, submit through the Interfolio link. Your Observation remains confidential and becomes part of the candidate’s application. Your input will help the Peer Review Committee evaluate the candidate’s teaching performance in the classroom-studio environment.

PEER OBSERVATION FORM (PREVIEW ONLY)

<table>
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<tr>
<th>Observer’s Name</th>
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<tbody>
<tr>
<td>Observer’s Status and Rank or Title</td>
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<tr>
<td>Observer’s Program or Department Affiliation</td>
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<td>Date of the Report</td>
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<td>Observer’s Digital Signature</td>
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<table>
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<tr>
<th>Instructor’s Name</th>
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<tr>
<td>Course Number</td>
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<td>Date and Time of the Observation</td>
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Please address the following aspects of the faculty member’s teaching as observed in the classroom/studio learning environment:

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<tr>
<th>Knowledge of the subject</th>
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<td>Preparedness for class</td>
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<td>Method of presentation</td>
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<td>Clarity of the presentation</td>
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<td>Teaching methods to build student understanding of key concepts</td>
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<td>Quality and use of supplemental teaching materials (handouts, slide show, PowerPoint, demonstration materials, etc.)</td>
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<td>Interaction with his/her students</td>
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<td>Nature and degree of student response to the lesson appropriate to the format of the presentation</td>
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<td>Tone, energy level and overall mood of the class</td>
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<tr>
<td>Lesson’s relevance to the goals and objectives of the course as articulated in the syllabus for the class.</td>
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<td>Other comments and observations</td>
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- **IMPORTANT NOTES ABOUT PEER OBSERVATIONS:**

Observers and Instructors are reminded that there is no ideal class and that teaching styles may vary and still be pedagogically sound. Also, different subjects and lessons may be effectively presented in different formats and therefore, any individual class should be evaluated in terms of (1) the instructor’s pedagogical objective for that class, and (2) the degree of success achieved in realizing those objectives.

Thank you for taking the time to complete a Peer Observation!
**Departmental & Institutional Service Record Form**

Candidate’s Name: ______________________________________

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<th>Year</th>
<th>DESCRIPTION</th>
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<td>(hire to present)</td>
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