

## **Photography Department Peer Review Committee Guidelines**

Please submit your requests for a change of rank and/or status to the Peer Review Committee, c/o Chair's office no later than Friday October 13, 2017 and your Final Application to the Chair's office by Friday October 27.

Please note that the Photography Peer Review Committee generally requires at least three years of teaching in the Department before granting Adjunct Status.

A terminal degree or equivalent experience required.

### **The Committee's Standards of Evaluation are as follows:**

- 1. Teaching Excellence/Teaching Effectiveness:** Quality of student work as presented by applicant and as seen in student work, hallway and gallery exhibitions, curriculum or curriculum development and student evaluations.
- 2. Professional Artistic Accomplishments:** Exhibitions, creative work, or the equivalent and/or written materials either by or about the applicant, performances, screenings, awards and any other evidence of professional achievements.
- 3. Scholarly Activities and Publications:** Participation in scholarly societies, presentations at conferences, publications, research projects and visiting artist lectures.
- 4. Service:** Service to the Department or the Institute in an advisory role or in Departmental or Institute wide committees.

### **Definition of terms for appointments**

RANK indicates academic level. The ranks are: Instructor, Assistant Professor, Associate Professor, Professor. Subject to the approval of the dean and Provost, faculty with prior college level experience may be appointed at the rank last held at their previous institution. An upgrade is considered a promotion.

STATUS indicates employment level.

Such levels are: Visiting, limited to 50% of full-time P/T

Adjunct, limited to 75% of full-time P/T

Adjunct with CCE: Adjunct with Certificate of Continuous Employment

Full-time: Load varies by school and graduate vs undergraduate (see CBA)

Full-time tenured

An upgrade here is a change in status.

Simultaneous applications may be permitted, depending on departments.

### **Criteria for Promotions**

1. Asst. Professor-Normally 3-5 years teaching at Instructor level, terminal degree or its equivalent, & active record of professional accomplishments. (Determined by Committee)

2. Assoc. Professor-4-6 years at Asst. Prof. level, appropriate degree or equivalent, record of service to Institute in keeping with part time availability, and current record of professional accomplishments.

3. Professor-4-6 years teaching at Assoc Prof level, degree or equivalent, significant record of service to the Institute, and professional resume that establishes clear leadership in the faculty member's field.

### **Criteria for Changes in Status**

1. Visiting to Adjunct Status- Applicant's record shows that teaching skills and professional accomplishments are broad and appropriate to the needs both present and in the long range of the Department.

Applicant's letter of intent should describe service to the department outside the classroom. If applicant has been unable to provide service to the department, letter of intent should describe reasons for this and/or how the applicant envisions future service to the department.

2. Tenure and CCE-Meeting requirements previously stated, significant service to the Institute, high level of achievement in teaching and professional accomplishments, and whose expertise is appropriate to the long range needs of the Department.

### **Required Support Materials**

1. Letter of Intent: Clearly state the desired appointment, reappointment, promotion and/or change in status.

2. An up to date, current Resume

3. Evidence of Teaching Performance, including a list of courses taught during the review period and copies of syllabi. The PRC will access course evaluations on file in Human Resources. You may submit samples of student work in the form of prints or jpegs on a CD or USB drive. You are also requested to arrange for a class observation by the Peer Review Committee.

4. Evidence of Professional Activity and/or Service to the Institute: Committee work, both in Department, for the School or Institute. Publications, catalogs, CDs, DVDs, slides, tapes, reviews, etc.

5. Applications for Tenure and CCE should also have a minimum of two current letters of reference from established non-Pratt affiliated professionals. Additional letters from peers may be provided.

6. *Please include a **CHECKLIST of your support material**.* Applications are handled several times and we want the complete application to remain intact.

\*For further information about changes of rank and status please refer to Article XVI of The Collective Bargaining Agreement between The United Federation of College Teachers, Local 1460, AFL-CIO and The Administration of Pratt Institute.

### **Peer Committee Makeup and Voting:**

1. All adjunct and full-time faculty are eligible to serve on the committee. Visiting faculty can serve on the PRC if they have taught three consecutive years in the department. Visiting faculty who are also part of the administration are not eligible to serve. Only faculty who are eligible to serve on the committee that semester can vote for members. Elections will be held late in the spring semester or early in the Fall semester and will be called by the PRC Chair.
2. The committee shall be made up of at least 3 and preferably 5 members.
3. Each member of the committee will serve for 2 years
4. The Peer Review Committee is in strong agreement that members who serve on this body perform a service that is invaluable to their colleagues, the Union, and the Institute, for which each should be appropriately remunerated.
5. These guidelines are to be revised and re-submitted to the Faculty Union for posting on the Union website each fall to maintain current committee makeup or guideline revisions.

Nominations and self-nominations will be accepted in the first month of the school year for the Peer Review Committee for that academic year. All eligible faculty are encouraged to nominate others and/or themselves.

Nominations and self-nominations for Peer Review Committee due by Friday 9/8/17. Notice will go out to eligible voting faculty the next day to be returned email by Friday 9/15/17. (One week turnaround for elections.) NOTE: These dates may be subject to change according to the fall PRC voting and schedule.

The 2016-17 Committee was:

Peter Kayafas (Chair)  
Visiting Associate Professor

Anna Shteynshleyger  
Assistant Professor

Aura Rosenberg  
Adjunct Professor

The 2017-18 Committee is:

Ernst Fischer  
Adjunct Assistant Professor

John Lehr  
Full-time Assistant Professor

Aura Rosenberg  
Adjunct Professor, CCE

Ellen Wallenstein  
Adjunct Professor

Important dates for upgrades and changes:

Friday 10/13/17-

Notice to Photography Department Chairman Stephen Hilger of your intention to apply for a change of rank, status or sabbatical request.

Final Applications due to Chair's office Friday 10/27/17.

The PRC Committee will review the files individually, the next week.

The Committee will meet as a group the first and second week of November (days/time, tbd) to review applications and make recommendations to Chairman Hilger.

Last revision 5/18/17: PK