

**PRATT INSTITUTE SCHOOL OF ARCHITECTURE  
PEER REVIEW COMMITTEE HANDBOOK**

**FALL 2018**

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## **I. Peer Review Committee (PRC)**

### **A. Purpose**

1. The purpose of the PRC is to meet accreditation requirements for the School and Institute;
2. To comply with the Collective Bargaining Agreement;
3. To provide a fair and responsible process for peer review in order to facilitate faculty development and advancement.;
4. To publish, distribute and maintain the understandable and clear handbook for faculty review, and;
5. To meet curriculum needs of the School of Architecture.

### **B. Structure/Composition**

1. The Peer Review Committee (PRC) shall consist of at least 3 full-time tenured faculty and 2 part-time faculty with CCE. More faculty may serve on the Committee at the discretion of the Committee Chair.
2. The Committee shall appoint a Chair to serve for a three-year term.
3. The Committee should make good-faith attempts to engage the diversity of departments within the School of Architecture whenever possible given constraints imposed by personnel and term-scheduling.
4. Review Teams for all faculty actions (other than tenure and re-appointment) including promotion in rank and change in status for each applicant shall consist of the following Representatives who should at minimum review the application materials, perform a classroom visit/individual meeting and provide a confidential evaluation to the Peer Review Committee:
  - a. Faculty Representative: one member of the Faculty selected by the PRC.
  - b. Peer Review Committee Representative: one member of the PRC.
  - c. Applicant Representative: one member of the faculty selected by the Applicant.
5. Review Teams at the 3<sup>rd</sup> year and 5<sup>th</sup> year for Full-Time Re-Appointment and Conferral of Tenure for each applicant shall consist of the following Representatives who should at minimum review the application materials, perform a classroom visit/individual meeting and provide a confidential evaluation to the Peer Review Committee:
  - a. Faculty Representatives: three non-administration full time or CCE members from the Faculty Governing Group selected by the PRC.
  - b. Peer Review Committee Representative: one member of the PRC.
  - c. Applicant Representative: one member of the faculty selected by the Applicant.
  - d. External Evaluators: four external evaluators (described below) who confidentially evaluate a dossier with no classroom visit/individual meeting.

### **C. Selection**

1. Peer Review Faculty members shall be selected from full-time and adjunct faculty and shall be nominated and seconded by the Faculty

- Governing Group. Members shall be elected in the spring term by faculty and shall each serve for three years in staggered terms.
2. Any faculty member who cannot or does not wish to serve may recuse themselves.
  3. The PRC must replace any member of its committee if that member cannot fulfill his or her duties or if that member is applying for advancement, in which case the Committee shall appoint a temporary replacement to fulfill its requirements.
  4. The Peer Review Committee will compose a team of three to five qualified people to evaluate the candidate. Teams for all faculty actions will be comprised of faculty as described in I.B.4 and I.B.5 above.
  5. The members selected by the PRC and the applicant will have at least attained the rank and status sought by the applicant.

#### **D. Committee Review/Report Process**

1. The Committee shall review all part-time and full-time applications for change in status, rank, CCE, Tenure, and re-appointment of non-tenured full-time faculty.
2. The Committee is responsible for evaluating applications. Applicants are responsible for ensuring the completeness of their submissions in accordance with the requirements set forth by this handbook. In order to assist applicants, the Peer Review Committee will provide a Submission Checklist. This checklist can serve as a guide for applicants while also providing mutual confirmation between applicant and committee for what material has been submitted by the deadline. All deadlines are final.
3. The Committee shall confirm if the applicant is eligible for the position sought. The Applicant must provide evidence of their eligibility by thoroughly completing all items on the Intent to Apply Form introduced below in Section I.F. This form will be provided by the school at the beginning of the Fall Semester.
4. The Committee shall take into account, through consultation with the chairs and other faculty including coordinators, the curriculum and department needs in considering candidate applications. This consultation shall be conducted by the PRC at their discretion, particularly if departmental needs are not clearly outlined in the applicant's submission. Consultation with chairs will address departmental needs only. Consultation with coordinators and other faculty may address both departmental needs and academic performance.
5. The Committee and Review Teams shall schedule and oversee the following duties in accordance with Article XVI of the CBA:
  - a. Determine that all required materials are submitted.
  - b. Visit to the applicant's classes by review teams.
  - c. Collect, file, and secure the applications in accordance with CBA requirements.
  - d. A thorough review of the application. Team members may maintain their own personal notes on each applicant. However, those personal notes may not be made available to the applicant.
  - e. A thorough review of the applicant's student evaluations.
  - f. A written report of the recommendations of the Review Team is to be submitted to the Committee.

- g. The Committee shall review the team reports and shall add, if necessary, its comments onto the team report.
- 6. Committee reports for each eligible applicant shall be submitted and reviewed by the department Chair and Dean.
- 7. The Dean, accordingly, passes along the PRC's and Chairs' recommendations of individual applicants to the Provost's office in accordance with the CBA.
- 8. The Provost, in turn, prepares and submits a letter of recommendation to the Institute's Board of Trustees for their decision.
- 9. When evaluations of full-time non-tenured faculty are required:
  - a. Evaluations are during their third and fifth year of teaching.

#### **E. Files/Records**

- 1. The School administration shall assign a dedicated space and provide secure lockable files for the Peer Review Committee's records and files in accordance with the CBA.
- 2. The Peer Review Committee shall maintain these files and provide required faculty and applicant security and privacy with all related documentation.

## **II. School of Architecture Guidelines for Faculty Appointments, Status Change, Promotions and Tenure**

These guidelines are intended to assist the School of Architecture faculty in applying for re-appointments, changes in status, promotion and tenure. These guidelines are not intended to replace or otherwise contravene any requirement of the current UFCT collective bargaining agreement (CBA). Faculty members are urged to review the current UFCT agreement and to consult with the Peer Review Committee before applying for re-appointment, change in status, promotion and/or tenure.

#### **A. Definition and Terms**

- 1. There are two key terms which apply to faculty appointments: Rank and Status
- 2. **Rank:** Indicates academic level. At Pratt Institute the ranks are: Instructor, Assistant Professor, Associate Professor, and Professor. Normally, faculty with no prior teaching experience are appointed at the rank of Instructor or Assistant Professor. Subject to the approval of the Dean or the Provost, faculty with prior college level experience may be appointed at the rank last held at their previous institution. An upgrade in rank is referred to as a **Promotion**.
- 3. **Status:** Indicates employment level. At Pratt Institute status titles include:
  - a. *Visiting: part-time*; teaching load limited to 50% of full-time.
  - b. *Adjunct: part-time*; teaching load limited to 75% of full-time.
  - c. *Adjunct with CCE:* Adjunct with Certificate of Continuing Employment (Part-time Tenure).
  - d. *Full-Time:* Currently scheduled at 12 contact hours of undergraduate lecture hours.
 An upgrade in status is referred to as **Change in Status**.
- 4. Depending on your Department, simultaneous application for promotion in rank and a change in status may be permitted.

Below is a summary of above:

<b>Rank</b>	<b>Status</b>
Instructor	Visiting (1/2 Load, 6 CH)
Assistant	Adjunct (3/4 Load, 9 CH)
Associate	CCE (3/4 Load, 9 CH)
Full	Full-time w/o Tenure (Full Load, 12 CH)
Distinguished/Emeritus	Full-Time with Tenure (Full Load, 12 CH)

## **B. Criteria for Promotion (Rank)**

### **1. For Promotion to Assistant Professor**

- a. The applicant must submit a letter and curriculum vitae verifying eligibility and terminal degree. For non-history/theory faculty, a Master's degree is strongly recommended as a terminal degree, while history/theory faculty are strongly encouraged to have embarked upon or completed a doctoral program.
- b. The applicant must submit a portfolio of representative teaching work. Please see "Recommended Support Materials" for greater detail of submission including courses taught, syllabi, and examples of student work. The applicant should have a minimum of three years of teaching with credit allowed upon committee review for teaching experience gained elsewhere.
- c. The applicant should be able to demonstrate through a portfolio of their work a range of academic, professional and service-related activities consistent with other professionals at his/her level of development. Please see "Recommended Support Materials" for this submission including a dossier of completed academic or professional work, publications, lectures, awards and research.
- d. For this promotion, the application shall consist of the following:
  - i. A letter to the Dean requesting promotion and the applicant's current curriculum vitae.
  - ii. Evidence of Teaching Performance
  - iii. Evidence of Academic or Professional Work
  - iv. Evidence of Service to the School and/or Institute

### **2. For Promotion from Assistant Professor to Associate Professor**

- a. The applicant must submit a letter and curriculum vitae verifying eligibility, terminal degree and professional standing. For non-history/theory faculty, a Master's degree and professional licensure (where applicable) are normally required. For history/theory faculty completion of a doctoral program is normally required.
- b. The applicant must submit a portfolio of representative teaching work. Please see "Recommended Support Materials" for greater detail of submission including courses taught,

syllabi, and examples of student work. The applicant should have a minimum of four years of teaching with credit allowed upon committee review for teaching experience gained elsewhere.

- c. The applicant should be able to demonstrate through a portfolio of their work a level of excellence in their academic, professional and service-related activities. Academic excellence should be demonstrated by published work and a record of research, and professional excellence should be demonstrated by completed and published projects. The applicant should also show evidence of consistent service to the school, campus and community. Please see “Recommended Support Materials” for this submission including a dossier of completed academic or professional work, publications, lectures, awards and research.
- d. For this promotion, the application shall consist of the following:
  - i. A letter to the Dean requesting promotion and the applicant’s current curriculum vitae.
  - ii. Evidence of Teaching Performance
  - iii. Evidence of Academic or Professional Work
  - iv. Evidence of Service to the School and/or Institute

### **3. For Promotion to Professor**

- a. The applicant must submit a letter and curriculum vitae verifying eligibility, terminal degree and professional standing. For non-history/theory faculty, a Master’s degree and professional licensure (where applicable) are normally required. For history/theory faculty completion of doctoral program is normally required.
- b. The applicant must submit a portfolio of representative teaching work. Please see “Recommended Support Materials” for greater detail of submission including courses taught, syllabi, and examples of student work. The applicant should have a minimum of four years of teaching with credit allowed upon committee review for teaching experience gained elsewhere.
- c. The applicant should be able to demonstrate through a portfolio of their work that they are a recognized leader in their respective discipline through their academic, professional and service-related activities. Leadership should be demonstrated by nationally recognized publications of academic and professional work, peer-reviewed research and high levels of leadership in service related activities. Please see “Recommended Support Materials” for this submission including a dossier of completed academic or professional work, publications, lectures, awards and research.

- d. For this promotion, the application shall consist of the following:
  - i. A letter to the Dean requesting promotion and the applicant's current curriculum vitae.
  - ii. Evidence of Teaching Performance
  - iii. Evidence of Academic or Professional Work
  - iv. Evidence of Service to the School and/or Institute

## **C. Criteria for Change in Status**

### **1. From Visiting to Adjunct Status**

- a. The applicant must submit a letter and it must be shown that curriculum vitae verifying eligibility and terminal degree. For non-history/theory faculty, a Master's degree is strongly recommended as a terminal degree, while history/theory faculty are strongly encouraged to have embarked upon or completed a doctoral program.
- b. The applicant must submit a portfolio of representative teaching work. Please see "Recommended Support Materials" for greater detail of submission including courses taught, syllabi, and examples of student work. The applicant should have a minimum of 6 semesters (three years) of teaching continuously in the School of Architecture. It must be shown that the teaching skills and professional accomplishments of the faculty member are broad and appropriate to the present and long-range needs of the Department and the School of Architecture. The faculty member should demonstrate a willingness to fulfill the increased commitment in teaching and service, which an Adjunct appointment may carry, including evidence that he/she has the capability to teach the maximum load required for change of status. Please see "Recommended Support Materials" for this submission including courses taught and to be taught, syllabi, examples of student work and student evaluations.
- c. The applicant should be able to demonstrate through a portfolio of their work a growing and promising range of academic, professional and service-related activities relative to other professionals at his/her level of development. Please see "Recommended Support Materials" for this submission including a dossier of completed academic or professional work, publications, lectures, awards and research.
- d. For this change of status, the application shall consist of the following:
  - i. A letter to the Dean requesting this change of status and the applicant's current curriculum vitae.
  - ii. Evidence of Teaching Performance
  - iii. Evidence of Academic or Professional Work
  - iv. Evidence of Service to the School and/or Institute

### **2. Conferral of Certificate of Continuous Employment (CCE)**

- a. The applicant must submit a letter and curriculum vitae



verifying eligibility, terminal degree and professional standing. For non-history/theory faculty, a Master's degree and professional licensure (where applicable) are normally required. For history/theory faculty completion of doctoral program is normally required.

- b. The applicant must submit a portfolio of representative teaching work. Please see "Recommended Support Materials" for greater detail of submission including courses taught, syllabi, and examples of student work. The applicant must have completed 10 semesters (5 years) as Adjunct of continuous teaching in the School of Architecture. CCE may be conferred on those faculty members who can demonstrate the highest level of teaching achievement with expertise appropriate to the long-range development of the department, the School of Architecture and the Institute. Please see "Recommended Support Materials" for this submission including courses taught, syllabi, examples of student work and student evaluations.
- c. The applicant should be able to demonstrate through their work that they are a recognized leader in their respective discipline through their academic, professional and service-related activities. Leadership should be demonstrated by nationally recognized publications of academic and professional work, peer-reviewed research and high levels of leadership in service related activities. Please see "Recommended Support Materials" for this submission including a dossier of completed academic or professional work, publications, lectures, awards and research.
- d. For CCE appointments, the application shall consist of the following:
  - i. A letter to the Dean requesting CCE appointment and the applicant's current curriculum vitae.
  - ii. Evidence of Teaching Performance
  - iii. Evidence of Academic or Professional Work
  - iv. Evidence of Service to the School and/or Institute
  - v. Two letters of recommendation from peers outside of the School of Architecture as selected by the candidate.

### **3. From Part-Time to Full-Time Status**

- a. In accordance with the CBA, the Department must undertake the national search for a full-time position created at the school and institute level. While Change in Status is not tied to seniority, seniority may be a factor in determining a candidate's qualifications. It must be shown that the teaching skills and professional accomplishments of the faculty member are of a level appropriate to the present and long-range needs of the Department, the School of Architecture and the Institute. The Department must also justify the need for an increase in the number of Full-Time faculty and demonstrate how the candidate will fulfill strategic goals of the Department.

- b. The faculty member should demonstrate a willingness to fulfill the increased commitment in teaching, service and professional activity required of full-time faculty. The applicant should also have a clear record of achievement in his/her professional or academic area of expertise that is recognized outside of the Institute.
- c. The Peer Review Committee does not initiate or oversee Full-Time searches.

#### **4. Full-Time Non-Tenured Re-Appointment**

- a. Full-Time Non-Tenured faculty are given an initial three-year appointment. The first year of this appointment is considered probationary and the Dean of the School reserves the right to terminate the appointment within the first year. No other requirements or restrictions are placed upon the faculty in the remaining two years of the initial appointment.
- b. After the initial appointment, Full-Time Non-Tenured faculty must apply for re-appointment during their third year for a continuous two-year re-appointment and again during the fifth year of continuous service for another two-year re-appointment. During the seventh year of continuous service the faculty member must apply for tenure, and the application requirements for tenure are addressed in the next section '5'.
- c. The applicant should be able to demonstrate through their work that they are making good progress toward their application for Tenure. For the third and fifth year re-appointments, the applications shall consist of the following (see also "Recommended Support Materials"):
  - i. A letter to the Dean requesting re-appointment and the applicant's current curriculum vitae.
  - ii. Evidence of Teaching Performance
  - iii. Evidence of Academic or Professional Work
  - iv. Evidence of Service to the School and/or Institute
- d. For Full-Time Non-Tenured Re-Appointment, the application shall consist of the following:
  - i. A letter to the Dean requesting re-appointment and the applicant's current curriculum vitae.
  - ii. Evidence of Teaching Performance
  - iii. Evidence of Academic or Professional Work
  - iv. Evidence of Service to the School and/or Institute

#### **5. Conferral of Tenure**

- a. In the seventh year of the Full-Time appointment, the applicant must submit an application for Tenure in the form of a letter and a curriculum vitae verifying eligibility, terminal degree and professional standing. For non-history/theory faculty, a Master's degree and professional licensure (where applicable) are normally required. For history/theory faculty completion of doctoral program is normally required.
- b. The applicant must have completed 12 semesters (six

full years) of continuous teaching in the School of Architecture while appointed as a Full-Time Professor. Tenure may be conferred on those faculty members who can demonstrate the highest level of teaching achievement with expertise appropriate to the long-range development of the Department, the School of Architecture and the Institute. Please see "Recommended Support Materials" for this submission including courses taught and to be taught, syllabi, examples of student work and student evaluations.

- c. The applicant should be able to demonstrate through their work that they are a recognized leader in their respective discipline through their academic, professional and service-related activities. Leadership should be demonstrated by nationally recognized publications of academic and professional work, peer-reviewed research and high levels of leadership in service related activities. Please see "Recommended Support Materials" for this submission including a dossier of completed academic or professional work, publications, lectures, awards and research.
- d. Tenure applications will be evaluated by four external evaluators. External evaluators will be given access to the electronic dossier but asked to focus on these items:
  - 1) The Application Cover Letter
  - 2) The Applicant's Comprehensive CV
  - 3) Academic, Creative, Professional Work, Work in Area of Interest in Applicant's Field

External Evaluators Proposed by the Applicant: Two letters of evaluation from peers outside of the School of Architecture shall be solicited by the PRC from a list of referees provided by the applicant. These letters are confidential to the PRC and upper administration. Applicants must submit a list of two to five potential referees and their contact information (phone and e-mail address) in the order that they would like the PRC to make contact. PRC will make good-faith attempts to obtain evaluations from the applicants' top two referees and, if unsuccessful, will proceed down the list until two references are secured. The PRC may contact applicants for additional potential referees if their original list does not result in two references.

External Evaluations Proposed by Peer Review Committee: Two letters of evaluation will be solicited by the PRC from qualified external evaluators. Applicants may request that certain people (up to two names) not be contacted for this purpose. The evaluators and their evaluations will be confidential to the PRC and upper administration.

- e. For Tenure appointments, the applications shall consist of the following:
  - i. A letter to the Dean requesting Tenure appointment and the applicant's current curriculum vitae.
  - ii. Evidence of Teaching Performance
  - iii. Evidence of Academic or Professional Work or Work in Field
  - iv. Evidence of Service to the School and/or Institute
  - v. External Evaluators Proposed by Applicant:

**D. Recommended Support Materials for All Positions Sought**

Complete support materials are vital to proper review at every level of the process. Clarity is essential in preparing these materials. Remember that some people reviewing the material may not be familiar with every area of professional expertise represented within the School of Architecture.

At a minimum an application for promotion or change of status must include the following:

1. Letter of Application clearly stating the desired promotion and/or change in status with an attached current Curriculum Vitae that is a complete, up-to-date record of the faculty member's educational, employment, professional and service record, including Pratt hire date verifying length of continuous service.
2. Evidence of Teaching Performance:
  - a. A list of courses taught by semester over the period of service required for application and attached syllabi. A statement on the nature of one's teaching perspective or philosophy, particularly within coordinated courses, is useful but not required. Student evaluations are important to the application process but the applicant is not responsible for submitting them. The Peer Review Committee will use the applicant's list of courses to solicit student evaluations from the department.
  - b. At least 2 examples of student work should be submitted from each semester of service from courses taught required for the application.
  - c. For Change of Status, the applicant must submit interest in teaching the maximum load required and to demonstrate that departmental needs can be met with their teaching expertise. A list of possible courses the applicant wishes to teach and is capable of teaching to meet the required future teaching load. Proposed syllabi, evidence that the applicant has taught more than one course in the past, or special knowledge developed during professional or academic work is appropriate.
3. Evidence of Academic Work and Work in the Applicant's Field  
Applicants may seek promotion or change of status based on their academic research, professional work, work in their field or a combination. The following outlines each type of work and the appropriate submission.
  - a. Academic Research

- i. The applicant should submit 4 examples of published books, articles, or papers.
    - ii. The applicant should submit a record of their participation in external lecture series, symposia or conferences.
    - iii. The applicant may submit any awards received by peer organizations or award programs.
    - iv. The applicant should submit evidence of academic research, research grants, or fellowships. This evidence should include examples of the research conducted with the assistance of the grants, as well as any other research conducted without external funding. The applicant shall clearly define his/her contribution to the submitted work in partnerships and/or team work.
  - b. Professional Work and Work in the Applicant's Field
    - i. The applicant must submit at least 4 examples of work in his/her field that have been produced and completed by the applicant alone or in partnership, or as part of a team. The applicant shall clearly define his/her contribution to the submitted work in partnerships and/or team work. The applicant should submit this same work as published work in books, magazines, periodicals, and/or professional journals where applicable. Tenure applicants are strongly advised to consult with Dean, Department Chair and Senior Faculty to establish mutual expectations as necessary.
    - ii. The applicant may submit other evidence of recognition in the form of participation in exhibitions or other public events.
    - iii. The applicant may submit any awards received by peer organizations or awards programs.
4. Evidence of Service to the School of Architecture and/or Institute
  - a. The applicant should submit a record of service to the School of Architecture. Basic service includes participation in juries, faculty meetings, and attendance with students to lectures and exhibitions. Additional service includes coordination work and voluntary committee work.
  - b. The applicant should submit a record of service to the Institute and the community in the form of committee membership or participation in other external organizations, Board of Trustee service or any other work in the service of the campus or the applicant's discipline.
  - c. The applicant should submit a record of service, where applicable, in the form of administrative appointments both within and without the School of Architecture.
  - d. The applicant may submit a record of active membership in a professional organization, i.e., AIA, The Architecture league, etc., where her or his attendance (professional lectures, symposiums, etc.) is as a member of the Pratt community.
4. Letters of Recommendation and/or Evaluation
  - a. Applications for CCE must include two letters of recommendation chosen by the applicant from outside of the Pratt School of Architecture who can speak to the applicant's contributions to his/her area of expertise.
  - b. Applications for Tenure will receive two letters of evaluation from

established non-Pratt-affiliated professionals chosen by the applicant who have the expertise and background to render an opinion on the applicant's application. (See Section C.5.e.vi for details.)

c. Applications for Tenure will receive two letters of evaluation from established non-Pratt-affiliated professionals chosen by the Committee who have the expertise and background to render an opinion on the applicant's application. (See Section C.5.e.vii for details.)

### **E. Schedule and Application Deadlines:**

Applicants should familiarize themselves with a simple two-step process for submission. The first step is that all applicants must declare intent to apply. The second step is that all applicants must submit an application consisting of materials discussed in Section II of this handbook. Note that there are both similarities and differences among the different application types and all applicants must understand and act on what is required for their applications by the submission deadlines below. All submissions are to be made online via Pratt Institute's electronic faculty action interface. Applicants must review and complete materials prior to submission and once materials are submitted and deadlines have passed they are considered final. The following deadlines for Application Intent and Application Material are:

1. Intent to Apply Form – All Applicants: First Tuesday of September.

Application processes, including Intent to Apply forms, reside in Pratt Institute's online platform and the SoA will provide instructions for access. The Intent to Apply form must be completed online by 5:00 on the day listed above. Forms include such information as Name, Department, Hire Date, Current Rank/Status, Rank and/or Status Sought, Applicant Representative and so on.

2. Application Material – Non-Tenure Track: Second Monday of September.

Complete application materials for all Non-Tenure Track applicants for Promotion in Rank or Change in Status are due via the electronic peer review interface.

3. Tenure External Evaluators – Final Tenure: Second Monday of September.

Conferral of Tenure External Evaluator Names (complete online, absolute deadline)

4. Application Material – Tenure Track, Final Tenure: First Monday of October.

Complete application materials except for External Evaluator Letters for all Tenure Track applicants are due online.

5. External References – Final Tenure: November 15

Two applicant selected External Reference letters are due for Tenure Track applicants applying for renewal in their seventh year for Conferral of Tenure. Letters to be addressed to the Peer Review Committee. Peer Review Committee to solicit.

6. Evaluations – General Timeline

Sub-Committee Evaluations are performed between early-October and late-November with evaluations expected in early to mid-November. External evaluations, if applicable, are typically expected in mid-November. Peer Review Committee deliberations are typically finalized in November. After PRC deliberations and summary/recommendation letters are produced, the application process moves to administrative levels of the Department, School and Institute.

### **F. Questions**

The promotion and Change of Status process should not be mysterious. Questions should be addressed to the PRC or the Department Chair.

## **G. Best Practices**

The following items are important to understand in order to meet expectations for the quality and thoroughness of applications. They are crucial to the maintenance of academic standards as well as establishing a clear application for diverse evaluators to perform their duties for the school.

1. CV's must be thorough, detailed and factual. Thoroughness includes Pratt Course Numbers and semester dates so that the Peer Review Committee may properly solicit student evaluations.
2. The Peer Review Committee solicits student evaluations from the applicant's department. The applicant does not submit student evaluations.
3. Publications should be included in the electronic dossier as scanned documentation of cover, publication information, contents and applicant-authored/cited contents. (On the CV, publications should distinguish such categories of publication as electronic vs. print, peer-reviewed vs. invited, published externally vs. self-published, portfolio vs. publication.)
4. Applicants should clearly communicate current professional or academic status. (Registration type and location if applicable, level of completion of PhD if applicable, where is applicant in timeline of PhD program, etc.)
5. Various works submitted in an application must be clearly credited. (Sole authorship, collectively authored, collaboration vs. employment, what was role in project, etc.) Not only is this important for the evaluators' understanding of the applicant but it is vital to upholding academic and professional standards. Improper or misleading crediting of work will not be tolerated.
6. Communications from applicants must be to the Chair of the Peer Review Committee and the Peer Review Committee Representative on the applicant's Sub-Committee Review Team. The exception to this is the applicant's Cover Letter which is addressed to the Dean.
7. Applicant Representative should have, at minimum, the Rank/Status for which you are applying. Must not be a member of the Peer Review Committee nor Administration.

## **III. Eligibility**

### **A. General**

1. The Institute and the School of Architecture are mandated to conform to The Agreement Between the Administration of Pratt Institute and The United Federation of College Teacher, AFL-CIO.
2. The applicant and the entire faculty should become familiar with the CBA with special attention to Articles XV and XVI. This handbook is not intended to supersede or substitute in any way the conditions or articles of the CBA.
3. The School of Architecture does not maintain accurate employment records or current status of faculty. Applicants must consult Human Resources to confirm their status and their hire date and the number of subsequent semesters of continuous teaching from the hire date. This information and confirmation of eligibility should be noted in their application letter.
4. Semester eligibility counts are based on Fall and Spring semesters. Summers are not typically included. (Exceptions may include, for example, summer semesters for MS ARCH and MS A+UD programs which are complete semesters and the only time degree-required courses

are offered.) Applicants are advised to consult their Chair(s) as well as members of the Peer Review Committee for clarification.

5. It is typically expected that faculty teach their maximum load during semesters used to count toward eligibility for the rank and/or status they seek. Applicants are advised to consult their Chair(s) as well as members of the Peer Review Committee for clarification.

6. Applicants should be aware of the concept of “home department” when making an application in order to apply to the department that hired them. Applicants should clearly communicate what departments they teach in when using courses from various departments to count teaching loads across semesters they are using to count toward eligibility.

### **B. Requirements for Promotion in Rank**

1. From Instructor to Assistant Professor: Minimum 6 semesters (3 years) from appointment to be completed before application.

2. From Assistant Professor to Associate Professor: Minimum 8 semesters (4 years) of teaching from previous promotion to Assistant Professor to be completed before application.

3. From Associate professor to Professor: Minimum 8 semesters (4 years) of Teaching from promotion to Associate Professor to be completed before application.

### **C. Requirements for Change of Status**

1. From Visiting Professor to Adjunct Professor: Minimum 6 semesters (3 years) of continuous teaching to be completed before application.

2. From Adjunct Professor to CCE: Minimum 10 semesters (5 years) of continuous teaching as Adjunct Professor

3. From Part-Time to Full-Time: appointed by the Board of Trustees after a national search conducted by the School of Architecture (not part of the PRC process)

4. Full-Time Non-Tenured Re-Appointment:

a. In the third year of appointment

b. In the fifth year of appointment

5. Tenure

In the seventh year of appointment

### **D. Repeat Applications**

1. This sub-section on Eligibility for Repeat Applications applies to applications for Promotion in Rank and/or Change in Status. It does not apply to Full-Time nor Tenure procedures.

2. Applicants are strongly encouraged to give special attention to repeat applications, especially when repeated consecutively and serially.

Because evaluation letters are delivered to applicants at the end of the peer review cycle it is expected that applicants take those evaluations seriously in future applications. Sometimes evaluations can be applied to an application in the following year. Other times evaluations are communicating a need for an applicant to develop some aspect of their application in a broader sense that may very well take more than just the time between peer review cycles to implement. Applicants are asked to use evaluations productively as both short-term and long-term commentary on contributions to the school in order to evolve a mutually beneficial relationship with the institute.



## **IV. Confidentiality**

### **A. General**

1. The Peer Review process relies on honest and professional evaluations that must be undertaken with care and sensitivity to both applicants and evaluators. Therefore, confidentiality is critical to the process.

Application material is confidential to the Peer Review Committee, the Sub-Committee and Administration.

Evaluations written by members of a Sub-Committee (or "Review Team" consisting of Applicant Representatives, Faculty Representatives and Peer Review Committee Representatives) are confidential to the Peer Review Committee. These evaluations are not to be shared amongst applicants or members of the Sub-Committee and are to be delivered directly to the Peer Review Committee by the Peer Review Committee Representative for Sub-Committees to which they are assigned. Furthermore, these evaluations are not typically reviewed by Administration outside the Peer Review Committee. Evaluators must be able to perform Peer Review duties confidentially with the understanding that only Peer Review Committee members will view their findings. These findings are anonymously incorporated into an overall evaluation and recommendation letter from the Peer Review Committee to be sent to Administration for institute-level decision making.

Peer Review Committee discussions and deliberations are confidential. Members of the PRC must not discuss Peer Review Committee deliberations outside of committee. In order to assist in this important aspect of the healthy life of our school, faculty members are asked to respect this confidentiality.

### **B. Evaluations**

1. With the exception of the Peer Review Committee's final evaluation letter, evaluations are not accessed by administration nor applicant.
2. Items 3,4,5 address application material and evaluations from the point of submission of material by the applicant to the point of final evaluation by the Peer Review Committee.
3. Application material remains confidential to the applicant, members of the sub-committee, members of the Peer Review Committee and administration.
4. Sub-Committee members' evaluations remain confidential to the Peer Review Committee. These evaluations are not shared with the applicant nor administration.
5. Peer Review Committee members' evaluations remain confidential to the Peer Review Committee. Evaluations by members of the Peer Review Committee are not shared with members of the Sub-committee, administration nor applicant.
6. A final letter incorporating Sub-committee and Peer Review Committee evaluations is prepared by the Chair of the Peer Review Committee. This letter is accessed by administration (Chair, Dean, Provost, etc.).

7. Administration may access application material.
8. The final Peer Review Committee letter is presented to the applicant. Letters by the Chair, Dean and Provost are also presented to the applicant.

**C. Application Material**

1. Applicant material is accessed by Sub-Committee Members, Peer Review Committee Members and Administration.

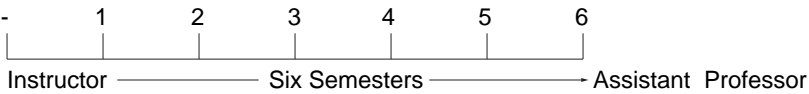
## **Appendix A**

### **Eligibility Timelines**

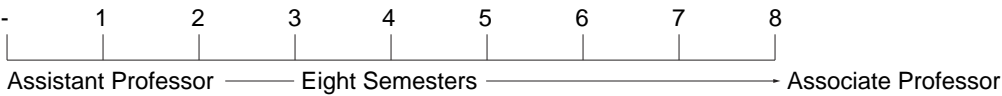
# Timelines for Promotion in Rank, Change in Status and Re-Appointment

## Eligibility Timelines for Promotion in Rank

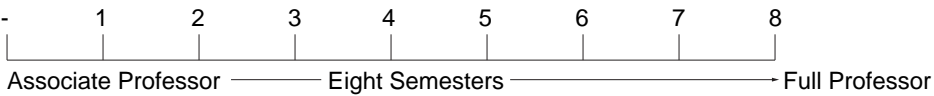
*///// Instructor to Assistant Professor: Six-Semester Minimum to be Completed Before Application /////*



*///// Assistant Professor to Associate Professor: Eight-Semester Minimum to be Completed Before Application /////*

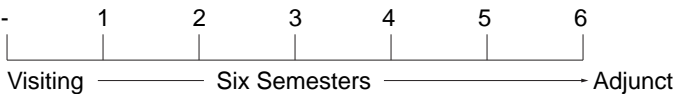


*///// Associate Professor to Full Professor: Eight-Semester Minimum to be Completed Before Application /////*

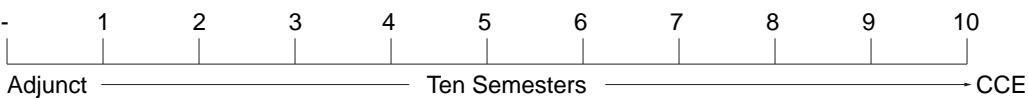


## Eligibility Timelines for Change in Status

*///// Visiting to Adjunct: Six-Semester Minimum to be Completed Before Application /////*

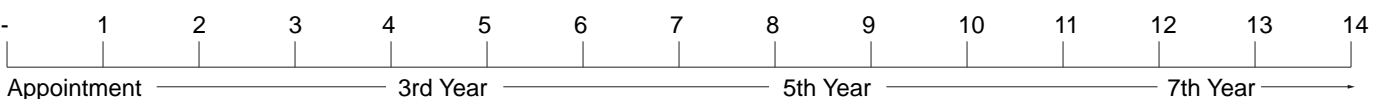


*///// Adjunct to Adjunct with CCE: Ten-Semesters as Adjunct /////*



## General Timeline for Tenure-Track Re-Appointments (Consult and Confirm via Contract and Administration)

*///// Typical Re-Appointment Application Schedule in the 3rd, 5th and 7th Year of Appointment /////*



**Appendix B:**

**Intent to Apply Form *Worksheet* for Rank, Status,  
Re-Appointment and Tenure**

**(Complete Online)**



Pratt Institute  
200 Willoughby Avenue  
Brooklyn, NY 11205

School of Architecture  
Office of the Dean

Telephone:  
718 399-4304

Facsimile:  
718 399-4315

**INTENT TO APPLY FORM WORKSHEET FOR  
PROMOTION IN RANK, CHANGE IN STATUS,  
RE-APPOINTMENT AND TENURE (COMPLETE ONLINE)**

YOUR NAME:

YOUR CURRENT RANK:

YOUR CURRENT STATUS:

SEEKING PROMOTION IN RANK TO:

AND/OR

CHANGE IN STATUS TO:

FOR RE-APPOINTMENT LIST YEAR (3<sup>RD</sup>, 5<sup>TH</sup>, 7<sup>TH</sup>):

FIRST DATE OF EMPLOYMENT:

NUMBER OF CONSECUTIVE SEMESTERS TAUGHT (PRIMARILY FALL/SPRING):

APPLICANT REPRESENTATIVE - NAME OF FACULTY MEMBER (anyone currently on faculty with Rank/Status sought) YOU WOULD LIKE TO REPRESENT YOU:

ALL APPLICANTS: DEADLINE TO DECLARE INTENT TO APPLY (THIS FORM):  
**TUESDAY, SEPTEMBER 4<sup>TH</sup>, 2018, 5:00 PM (COMPLETE ONLINE)**

RANK AND/OR STATUS: DEADLINE FOR ALL APPLICATION MATERIAL:  
**MONDAY, SEPTEMBER 10<sup>TH</sup>, 2018, 5:00 PM (COMPLETE ONLINE)**

TENURE AND RE-APPOINTMENT: DEADLINE FOR ALL APPLICATION MATERIAL:  
**MONDAY, OCTOBER 1<sup>ST</sup>, 2018, 5:00 PM (COMPLETE ONLINE)**

**Appendix C**

**External Reference Form *Worksheet* for Tenure  
Applications**

**(Complete Online)**



Pratt Institute  
200 Willoughby Avenue  
Brooklyn, NY 11205

School of Architecture  
Office of the Dean

Telephone:  
718 399-4304

Facsimile:  
718 399-4315

**EXTERNAL REFERENCE CONTACT WORKSHEET FOR  
TENURE TRACK RE-APPOINTMENT IN THE 7<sup>th</sup> YEAR  
(COMPLETE ONLINE)**

YOUR NAME:

EXTERNAL REFERENCES – LIST TWO TO FIVE NAMES IN THE ORDER IN WHICH YOU WOULD LIKE THE PEER REVIEW COMMITTEE TO CONTACT THEM. (REFERENCES WILL BE CONTACTED IN ORDER UNTIL TWO ARE SECURED.)

External Reference Name and Contact Information (One):

External Reference Name and Contact Information (Two):

External Reference Name and Contact Information (Three):

External Reference Name and Contact Information (Four):

External Reference Name and Contact Information (Five):

OPTIONAL NO-CONTACT LIST – LIST UP TO TWO NAMES THAT THE PEER REVIEW COMMITTEE SHALL NOT CONTACT FOR EXTERNAL REFERENCES.

Name:

Name:

SUBMIT THIS FORM WITH THE INTENT TO APPLY FORM:

**MONDAY, SEPTEMBER 10<sup>TH</sup>, 2018, 5:00 PM (COMPLETE ONLINE)**



**Appendix D**

**Application Materials Checklist *Worksheet* for All  
Applicants**

**(Complete Online)**

Pratt Institute School of Architecture Peer Review Application Material Checklist WORKSHEET

**ALL APPLICANTS (Promotion in Rank, Change of Status, CCE, Tenure-Track, Tenure)**

\_\_\_ COVER LETTER

\_\_\_ CURRENT CV (Including Course Numbers and Semesters Taught at Pratt)

\_\_\_ EVIDENCE OF TEACHING PERFORMANCE (refer to Peer Review Handbook)

Brief List of Materials Submitted: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ EVIDENCE OF ACADEMIC/PROFESSIONAL WORK (refer to Peer Review Handbook)

Brief List of Materials Submitted: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ EVIDENCE OF SERVICE (refer to Peer Review Handbook)

Brief List of Materials Submitted: \_\_\_\_\_  
\_\_\_\_\_

**CCE APPLICANTS ONLY**

\_\_\_ Letter of Reference One /// Name of Referee: \_\_\_\_\_

\_\_\_ Letter of Reference Two /// Name of Referee: \_\_\_\_\_

**TENURE CONFERRAL APPLICANTS ONLY (External Evaluators)**

\_\_\_ External Reference Name/Email (Preferred): \_\_\_\_\_

\_\_\_ External Reference Name/Email (Preferred): \_\_\_\_\_

\_\_\_ External Reference Name/Email (Alternate One): \_\_\_\_\_

\_\_\_ External Reference Name/Email (Alternate Two): \_\_\_\_\_

\_\_\_ External Reference Name/Email (Alternate Three): \_\_\_\_\_

\_\_\_ Optional No-Contact List (Up to Two Names): \_\_\_\_\_

\_\_\_\_\_