

DEPARTMENT OF SOCIAL SCIENCE & CULTURAL STUDIES  
SCHOOL OF LIBERAL ARTS AND SCIENCE  
PRATT INSTITUTE

## **Structure and Promotion Policies of the Department of Social Science and Cultural Studies**

### **STRUCTURE**

#### **1. Composition of the Promotion, Appointment, Retention, and Tenure (PART) Committee:**

A. The PART Committee will be a committee of the whole of the Department of Social Science and Cultural Studies. Each member of the faculty of the Department is required to serve on the committee.

B. The Committee will be coordinated by a Chair who will be elected by a majority vote. The Chair is authorized to call meetings, designate and schedule faculty for observations, collect and deliver to the Chair of the Department the documentation for faculty actions on the required date.

#### **2. Procedures for Observations and Faculty Self-Evaluations:**

A. Each full-time, non-tenured, faculty shall be observed each of their first three years and on their sixth and seventh year. Committee members or their deputies (defined below) shall prepare written reports on their observations. Committee members are strongly encouraged to have informal discussions with the faculty member regarding pedagogical and other helpful suggestions.

B. For years Four and Five, the faculty member shall prepare a self-evaluation (not to exceed 3 pages) describing and critiquing each of their courses.

C. Whenever they are observed, the faculty member may choose to prepare a similar description and critique of the course (as described in 2.B) in which s/he was observed.

#### **3. Decisions and Ratifications**

Only those having a rank corresponding (defined below) to or above that of the faculty member under consideration can participate in observations or decisions regarding promotion, ratification, or reappointment.

### **PROMOTION AND TENURE POLICIES**

The PART Committee acknowledges that workload and scholarly production are ineluctable linked. Therefore, teaching is to be weighed as heavily as publications, and publications will be viewed in the context of a teaching-intensive Department.

#### **1. Criteria for Appointment to rank of Adjunct Professor**

- A) Masters degree or equivalent graduate school.
- B) Excellence in teaching as a Visiting or Part-time instructor.

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**2. Criteria for appointment or promotion to rank of Assistant Professor**

- A) Potential or proven excellence in teaching and scholarship, as determined, where appropriate, by Curriculum Vitae, recommendations, observations, curricular development, etc.
- B) Doctoral Degree or ABD status.
- C) a.) Publications, presentations, projects,  
*OR*  
b.) A well developed plan of scholarly activity.

**3. Criteria for granting tenure**

- A) Excellence in teaching.
- B) Doctoral Degree.
  - a.) In special circumstances, where the qualifications of the faculty member are extraordinary, tenure can be awarded if the faculty member has completed all the requirements for the doctorate but the dissertation.
- C) Service to the Department, the SLAS, and service on any All-Institute committees.
- D) a.) Some publication *or* presentations to learned societies.  
*OR*  
b.) A major active research project which will bring the recognition of peers and notice to the Department and Institute *and* an ongoing record of presentations to learned societies.

**4. Criteria for Promotion to rank of Associate Professor**

Same as for tenure with additional demonstration of professional development as evidenced by

- A) Teaching *and* curriculum development.
- B) Publication *and* presentation to learned societies.

**5. Criteria for Promotion to rank of Professor**

Same as for Associate Professor with additional demonstration of professional development as evidence by

- A) Superior Teaching.
- B) a.) Publication of a significant body of scholarly, creative, or critical writings which are recognized by peers both within and outside of the Institute  
*OR*  
b.) Significant activity as an official in learned societies.
- C) Service on all-Institute committees and organizations; involvement in all institute activities.

*Deputies*= in the event that there are too few committee members available, or other unforeseen events, the Chair of the PART Committee shall, if necessary, call upon faculty from the entire SLAS, including Faculty Union officials, to participate in observations.

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*Corresponding rank*= the faculty member making the observation must be of at least the same rank as the member being observed. To determine corresponding rank, other factors such as years of teaching, and credentials may also be considered.

*Service*= includes participation in the PART Committee.