Appointment, Promotion, Reappointment and Tenure
Policies and Procedures of the
Department of Social Science and Cultural Studies
As amended and approved July 23, 2013.

STRUCTURE
1. Composition of the Promotion, Appointment, Reappointment, and Tenure (PART)
   Committee:
   A. The PART Committee is a committee of the whole of the Department of Social Science and
      Cultural Studies. Each full-time and CCE member of the faculty of the Department is required
to actively serve on the committee; part-time faculty are encouraged to serve and participate in the
committee.
   B. The Committee will be coordinated by a Full-time or CCE faculty member who will be elected by
      a majority vote of the faculty present at the departmental meeting when the election is held. The
      committee Chair is authorized to call meetings, facilitate faculty teaching observations, facilitate the
      collection of faculty requests for promotion, reappointment, sabbatical leaves, and other appropriate
      faculty recommendations as specified in the Collective Bargaining Agreement, and collect and deliver to
      the Chair of the Department the documentation for faculty actions on the scheduled date.

2. Procedures for Observations and Faculty Self-Evaluations:
   A. Each full-time, non-tenured, faculty shall be observed in their third and fifth years and in their
      seventh year as they apply for tenure. Committee members or their deputies (defined below) shall
      prepare written reports on their classroom observations which will be added to the material forwarded
      to the Chair or other appropriate administrator. Committee members are strongly encouraged to have
      informal discussions with the faculty member regarding pedagogical and other helpful suggestions;
      these discussions shall not burden non-tenured faculty with responsibilities or requirements that have
      not been approved by the PART Committee or the collective bargaining process.
   B. For years Two, Four and Six, a tenured faculty member shall be given the opportunity to prepare a
      self-evaluation (not to exceed 3 pages) of their courses. These evaluations are intended to allow the
      tenure-track faculty member to present a continuous narrative of their teaching for inclusion in their
      requests for reappointment and promotion. They not required and there can be no penalty for choosing
      not to do these self-evaluations.
   C. Whenever they are observed, the faculty members may choose to prepare a similar
      description and critique of the course (as described in 2.B) in which s/he was observed.
   D. Where possible the observer's degree shall be within the same discipline as that of the
      instructor being observed.

3. Decision-making and Ratifications
   All faculty may participate or contribute to the discussions of the PART Committee. For purposes of
   decision-making and voting, only those having a rank and status corresponding (defined below) to or
   above that of the faculty member under consideration can participate in observations or votes regarding
   promotion, ratification, or reappointment.
PROMOTION, REAPPOINTMENT AND TENURE POLICIES

The PART Committee recognizes that workload and scholarly production are ineluctably linked. Therefore, teaching is to be weighed equally with publications, and publications will be viewed in the context of a General Education and teaching-intensive department. Teaching will be evaluated not only on the basis of classroom observations, student and other evaluations, but will include student advisement/mentoring and, because it is a fundamental responsibility of faculty, curriculum development, which includes the creation new and revised courses, minors, concentrations, etc., will be considered equal aspects of teaching competency.

The PART Committee recognizes its role as peer reviewers of faculty accomplishments and scholarly activities.

These policies are developed by the faculty in accordance with the CBA, the standards of scholarship in the disciplines represented in the department, and past practice of the PART Committee.

I. Criteria for Appointment to the Rank of Adjunct Assistant, Associate, or Professor

A) i.) Adjunct Assistant Professor: Ph.D or ABD.
   ii.) Adjunct Associate Professor: Ph.D.

AND

a) Scholarly publication(s) and presentation(s) to academic or professional associations, conferences, seminars, etc., social media.

b) An 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.

iii.) Adjunct Professor: in addition to criteria for Adjunct Associate:
       a) Teaching and curriculum development; Publication of a significant body of scholarly, public, creative, or critical writings which are recognized by peers both within and outside of the Institute

AND

b) Significant activity in academic or professional associations, conferences, seminars, etc., or editorship of a scholarly publication.

B) Experience in teaching as a Visiting or Part-time instructor.

C) Potential or proven excellence in teaching and scholarship, as determined, where appropriate, by Curriculum Vitae, recommendations, teaching observations, curricular development, etc.

II. Criteria for Appointment or Promotion to the Rank of Assistant Professor (Full-Time)

A) Potential or proven excellence in teaching and scholarship, as determined, where appropriate, by Curriculum Vitae, recommendations, observations, curricular development, student evaluations, teaching awards, attainment of Adjunct rank and status, Certificate of Continuing Education, etc.

B) Doctoral Degree. In exceptional cases Assistant Professors may be appointed with ABD status.

C) Publications, presentations, projects, determined by the faculty to be of sufficient scholarly or academic importance.

D) A well developed, written, plan of scholarly activity and research.
III. Criteria for Reappointment to the Rank of Assistant Professor (Full-Time)
   A) Demonstrated abilities in teaching and scholarship, as determined, where appropriate, by Curriculum Vitae, recommendations, classroom observations, and curricular development.
   B) Doctoral Degree or ABD with submitted and approved dissertation.
   C) Publications, presentations, projects, book manuscripts determined by the faculty to be of sufficient scholarly or academic importance, contribution to cultural journals whether print or online, and continued participation in the profession.
   D) A well developed, written, plan of scholarly activity and research.
   E) Service to the Department, SLAS or the Institute.

IV. Criteria for granting Certificate of Continuing Education (CCE)
   A) Teaching.
   B) Doctoral Degree.
      a.) In special circumstances, where the qualifications of the faculty member are extraordinary, CCE can be awarded if the faculty member has completed all the requirements for the doctorate but the dissertation.
   C) Service on any Department, SLAS, and any All-Institute committees or entities such as the Academic Senate or faculty Union.
   D) Demonstrated activity in the appropriate scholarly field in the form of publication and presentations.
   E) Two external letters of recommendation.

V. Criteria for granting Tenure
   A) Teaching.
   B) Doctoral Degree or equivalent.
   C) Service to the Department, the SLAS, and service on any All-Institute committees.
   D) Evidence of strong and continued scholarly publications including monographs, edited collections, articles, review essays, in peer-reviewed or referred journals, editorship of a scholarly publication, grants for research or collaborative projects, academic awards and fellowships, and works in broadly recognized popular venues and social media.
   E) Presentations to appropriate learned societies such as academic or professional associations, conferences, seminars, etc.
   F) An active research project which will bring the recognition of peers and notice to the Department and Institute.
   G) Two external letters of recommendation.

VI. Criteria for Promotion to Rank of Associate Professor (Full-time)
Same as for tenure with continued demonstration of professional development as evidenced by:
   A) Teaching and curriculum development.
   B) Scholarly publication(s) and presentation(s) to learned societies such as academic or professional associations, conferences, seminars, etc.,
   C) An active research project which will bring the recognition of peers and notice to the Department and Institute Except in extraordinary circumstances, a minimum of 2 years as an Assistant Professor.
   D) Service on any all-Institute committees or organizations.
   E) Service to the profession outside the Institute, demonstrated by selection as reviewers for academic journals, tenure and promotion committees, grants, fellowships, awards, activity in the public sphere (social media, broadcasting, newspapers, cultural journals, talks).
VII. Criteria for Promotion to rank of Professor (Full-Time)
Same as for Associate Professor with continued demonstration of professional development as evidenced by:

A) Teaching and curriculum development.
B) Publication of a significant body of scholarly, public, creative, or critical writings which are recognized by peers both within and outside of the Institute.
C) Continued activity in academic or professional associations, conferences, seminars, editorship of a scholarly publication, activity as reviewer or reader on journals, book series, or committees outside the Institute.

AND
D) A major active research project which has brought the recognition of peers and notice to the Department and Institute.
E) Service on Department, SLAS, or Institute committees and organizations.

Definitions

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.

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.

Learned, scholarly professional associations and societies: organizations that promote an academic discipline, tradition, or profession, or a group that brings together related disciplines or professions.

Service: includes but is not limited to participation in the PART Committee, UFCT, departmental committees, public outreach, Pratt-based conferences, seminars, and social media promotion of department/SLAS, participation in SLAS and all-Institute committees, Academic Senate, etc.

Teaching: Consists of classroom observations, student and other evaluations, student advisement/mentoring, thesis and senior project supervision, curriculum development and review (including the creation of new and revised courses, minors, concentrations, degree programs, etc.), social media and technological innovations (public lectures, public intellectualism, etc.).