Dear Faculty,

The annual Institute-wide process of faculty promotion now begins in August. Promotions are not automatic. You must initiate the application process yourself. Although application is not required, you are encouraged to seek and maintain the rank commensurate with your teaching and professional experience and achievements. You are eligible to apply for promotion in the third consecutive September of your current rank. Requests for Change of Status can be made any year, with conditions stated in the Dean’s Guidelines. You can verify your current rank (Instructor, Asst Professor, Assoc Professor, Professor) and status (Visiting or Adjunct, Adjunct with CCE) in your Profile when you login to pratt.edu/mypratt/.

Deadlines are absolute. No extensions.

1  Friday, September 14, 2018
   If you intend to submit an application for any of these faculty actions, notify comdpeer@pratt.edu if you have not already done so.

2  Friday, October 19
   Applicants complete “dossier” of support materials must be submitted to Interfolio.com. Refer to the following BFA Comd Guidelines for application requirements.

The new process

This year, “submit” means uploading pdfs and links to large video or animation files to Interfolio.com. No more paper. The changeover to all-digital was a joint effort by the Provost and UFCT.

All interaction from you to Interfolio must be from your pratt.edu account. You initiate or send anything to Interfolio.com from a forwarded account.

The Dean of the School of Design has issued guidelines and a comprehensive checklist of support materials (attached).

1  A “dossier” of all support materials is specified.
2  Letters of recommendation are required only for CCE and Tenure applications. They are no longer necessary for promotions.
3 A full CV (Curriculum Vitae) is required. A résumé is not enough. See the attached CV guidelines from the School of Design. Also research CVs online for clarifications on the differences of the documents (https://shar.es/1wdHOX).

4 Your full course evaluations from the 3 prior semesters will be accessed by Interfolio. You do not have to include them in your dossier.

5 Your required syllabi for courses taught must be your syllabi, which are the contents of the current departmental syllabi with your personal elaborations and complete week-by-week course outline. Current departmental syllabi are available upon request at comd@pratt.edu.

Submission of your complete “dossier” of support materials is due by Friday, October 19, 2018.

If you are going to apply, begin preparation now. The requirements of your dossier are specific and substantial. Start gathering all the components now to avoid a last-minute, incomplete or an invalid presentation. Take this process as seriously as you would an application to a new professional position with people whom you have never met. Don’t assume that your record precedes you. Everything must be documented as if you are starting from scratch.

Please find more details in the Promotion Policy. All materials must be in your package and submitted by Friday, October 19.

Email all questions to comdpeer@pratt.edu. All matters of the promotion process are strictly confidential.

Sincerely,
ComD Faculty Peer Review Committee
comdpeer@pratt.edu
Policy for the
Promotion & Change of Status for
BFA Communications Design Department Faculty

Introduction

All terms and conditions of faculty employment are officially stated in the current contract negotiated by Pratt Institute and the United Federation of College Teachers (UFCT). As stipulated in that contract, the faculty of each department shall set up appropriate procedures for appointment, reappointment, promotions and tenure. The following procedures were originally set forth in 1978 by the faculty of the BFA Communications Design Department in conjunction with the Department Chairperson and the Dean of the School.

Faculty may be originally appointed at any level of Rank or Status at the discretion of a faculty search committee (when appropriate), the Chairperson and approval of the Dean and Provost. The following are our department's policies for promotion and change in status from terms of initial employment.

Promotion and change of status to full-time status does not occur in this process. Full-time positions must be budgeted, advertised, and posted worldwide. There is no succession rite to full-time from part-time or adjunct status. Pratt Institute is also not obligated to employ instructors to their maximum course capacity while instructors hold Visiting or Adjunct status.

Procedures

The Communications Design Department Committee for the Appointment, Reappointment, Promotions and Tenure (Faculty Peer Review Committee) is this department's official representation of faculty for all procedures concerning faculty actions. It is re-elected each academic year and has traditionally been composed of a fair representation of full-time, adjunct and visiting faculty peers. In 2018/19, two eligible full-time faculty, two adjunct, and two visiting faculty members must be elected by secret ballot from all department faculty. The Committee always has consisted of five to seven members. All faculty members who are known to be applicants for faculty actions are automatically disqualified from service on the Committee.

The Faculty Peer Committee has the authority to approve or deny applications for promotion and change in status based on the criteria listed on page 2. The stages of the procedures can be briefly summarized as follows:

1. Faculty member sends notice of intent of faculty action to Committee for promotion and/or change of status.
2. Eligible faculty member uploads Letter of Application and Faculty Personnel to Checklist to Interfolio (Instructions to follow).
Standing (outgoing) 2017-18 ComD Faculty Peer Committee members:
Adjunct Professor CCE Michael Gerbino
Professor Rudy Gutierrez
Adjunct Professor CCE Scott Santoro
Visiting Assistant Professor Parker Weintz
Professor Joseph Roberts (Committee Chair)

Definition of terms

There are two key terms which apply to faculty appointments: Rank and Status.

Rank
Rank indicates academic level. At Pratt, the ranks are Instructor, Assistant Professor, Associate Professor, and Professor. Normally faculty with no prior teaching experience are appointed at the rank of Instructor. Subject to the approval of the Chairperson, Dean and Provost, applicants with prior college level teaching experience may be appointed at the rank last held at their previous institution. An upgrade in rank is referred to as a Promotion.

Status
Status indicates employment level. Status titles are Visiting, Adjunct, Adjunct with CCE, Full-time, and Full-time Tenured.

Adjuncts are eligible to teach a higher workload than Visiting faculty. It should be noted that Pratt Institute is not obligated to employ Visiting or Adjunct faculty for the maximum number of courses. Full-time faculty must teach a full load of five studio courses. An upgrade in status is referred to as a Change in Status.

Simultaneous applications for a Promotion in Rank and a Change in Status may occur.

Adjunct faculty with CCE hold a Certificate of Continuous Employment. This gives seniority over other internal candidates in consideration of adjunct appointments in the area of the faculty member’s expertise. All Full-time faculty positions, however, are subject to an international open search. Tenure for full-time faculty grants permanent appointment until retirement during efficient and competent service.

Criteria for Promotion

Promotion to Assistant Professor: Applications can be made in the third consecutive September of excellence in teaching at the Instructor level, have the terminal degree or its equivalent, and an active record of professional accomplishments and service to the department and institution.

Promotion to Associate Professor: Applications can be made in the third consecutive September of excellence in teaching at the Assistant Professor level, with a consistent record of service to the department and institution, and with definite signs in the professional record that the applicant is on the way to becoming a recognized leader in his / her field.
**Promotion to Professor:** Applications can be made in the third consecutive September of excellence in teaching at the Associate Professor level, with a significant record of service to the department and institution, and with a Curriculum Vitae that establishes clear and recognized leadership in the faculty member’s field.

**Conferral of Tenure and the CCE:** Tenure or the CCE may be conferred on those faculty members who have met the current probationary requirements and who demonstrate the highest level of achievement in their teaching and their professional field, have a significant record of service to the department and institution, and whose expertise is appropriate to the long-range needs of their Department, the School of Design, and Pratt Institute.

Application for CCE can be made after 10 consecutive semesters of Adjunct Status. The Tenure review process is mandatory after the seventh year of continuous Full-time teaching service.

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**Criteria for Change of Status**

Application for a change in status may be made without regard to years of service. However, the following guidelines must be considered.

**Visiting to Adjunct Status:** 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 Design. The faculty member also should demonstrate a willingness to fulfill the increased commitment in teaching and service, which an Adjunct appointment will carry.

**Visiting or Adjunct to Full-time:** 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 Design, and Pratt Institute. The Department also must justify the need for an increase in the number of full-time faculty, and demonstrate how the candidate will fulfill the strategic goals of the Department. The faculty member should demonstrate a willingness to fulfill the increased commitment in teaching, service and professional activity required of full-time faculty.

All full-time faculty position openings must be posted and advertised internationally in all searches for full-time candidates. Current Pratt faculty are, of course, invited to apply.

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**Support Materials**

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

See accompanying attachments *sod_faculty_action_guidelines_17.pdf* and *sodsamples_cv_17.pdf*, issued by the office of the Dean, September 2017. Except for the deadlines for submission, these are the latest definitive documents that state the official guidelines and criteria for our department’s Appointment, Reappointment, Promotion, Change of Status and Tenure.
Schedule for Actions

Strict deadline observance is perhaps the most trivial yet most important part of the procedure. Missing a deadline is the simplest technicality that could cause your application to be disregarded. Please plan ahead.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14, 2018</td>
<td>Election ballots for 2018-19 Peer Review Committee due to cmdpeer</td>
</tr>
<tr>
<td>September 14, 2018</td>
<td>Intent to apply notice due to cmdpeer</td>
</tr>
<tr>
<td>October 5, 2018</td>
<td>Sabbatical requests due directly to ComD Dept Chairperson</td>
</tr>
<tr>
<td>October 19, 2018</td>
<td>Candidate's support materials due to Interfolio.com</td>
</tr>
<tr>
<td>November 30, 2018</td>
<td>Peer Committee's recommendations due to ComD Chairperson</td>
</tr>
<tr>
<td>January 18, 2019</td>
<td>ComD Chairperson's recommendations due to Dean</td>
</tr>
<tr>
<td>March 1, 2019</td>
<td>Dean's recommendations due to Provost</td>
</tr>
<tr>
<td>April 26, 2019</td>
<td>Faculty Notified</td>
</tr>
</tbody>
</table>

Questions?

The Promotions and Change of Status process should not be mysterious. Questions should be emailed to cmdpeer@pratt.edu.

*All inquiries are considered confidential. Email all correspondence to:*

**cmdpeer@pratt.edu**
Guidelines for Appointment, Reappointment, Promotion, Change of Status and Tenure

Excellent teaching is fundamental to a quality education. The proper mentoring, critical and supportive review, and where merited, appropriate promotion, change in status, reappointment, and conferral of tenure, of our faculty ensures an environment of excellent teaching and engaged educators. What follows are the administrative guidelines governing the evaluation for promotion and tenure in the School of Design. These guidelines were created in consultation with the department chairs in the School of Design and are intended to assist faculty in the School of Design applying for a change in rank or status, reappointment and tenure.

It is the responsibility of the faculty member applying for an appointment, reappointment, promotion, change of status, and/or tenure to provide sufficient documentation to demonstrate that s/he has met the standards.

These guidelines are not intended to replace or otherwise contravene any requirement of the collective bargaining agreement [CBA] or Peer Review Committee guidelines currently in effect. Faculty members are encouraged to review the current UFCT agreement and to consult with the departmental Peer Review Committee before applying for reappointment, change in status, promotion and/or tenure.

Annual Clock

- Faculty Application to PRC: mid October
- PRC Review to Chair: early December
- Chair to Dean: early January
- Dean to Provost: mid February
- Provost to BOD: mid April
- BOD to Provost: early May
- Provost to Faculty Applicant: mid May

Terms and Definitions

There are two key terms that apply to faculty appointments: rank and status.

**Rank** [Promotion]

indicates academic level. At Pratt Institute the ranks are:
- Instructor
- Assistant Professor
- Associate Professor
- 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**.

**Status**

indicates employment level. At Pratt Institute status titles include:
Visiting: part-time; maximum teaching load is 6 contact hours per term
Adjunct: part-time; maximum teaching load is 9 contact hours per term
Adjunct with CCE: Adjunct with Certificate of Continuing Employment (Part-time Tenure): maximum teaching load is 9 contact hours per term
Full-Time: teaching load is 12 contact hours per term

An upgrade in status is referred to as Change in Status.

Simultaneous application for promotion in rank and a change in status is possible.

Recommended Support Materials for Promotion and Tenure
Every faculty action should include the materials listed below. Complete support materials are critical to the review process. A dossier clearly organized by the three categories of evaluation - teaching, creative practice and/or professional work, and service - is required. Attributions should be clearly marked on the C.V. and in the dossier and the materials should be organized bearing in mind that individuals who are seeing the work for the first time may or may not be familiar with the areas of expertise presented.

Checklist of Materials Enclosed

Letter of Application
Indicate the desired promotion and/or change in status.

Current C.V.
A current curriculum vitae that is a comprehensive and up-to-date record of the applicant’s educational, employment, professional and/or creative scholarship, and service record. [see also attached C.V. Format document]

Statement of Intent
A statement on research, creative practice and teaching philosophy and goals, positioning the applicant’s work within the realm of the discipline, and describing the trajectory. Integrate reference to the teaching performance points listed below and include a short section on how the applicant’s work supports and contributes to the particular department.

Evidence of Teaching Performance
- A list of courses taught during the period of service required for the application.
- Syllabi for courses taught. Where the syllabus for a required course is consistent among sections, consider submitting project assignments as relevant.
- Examples of student work, exams or similar material for each course taught.

Applications for change of status should demonstrate that departmental needs could be met with the applicant’s teaching expertise.

The Peer Review Committee will solicit copies of student evaluations for up to 10 terms [5 years] or since the last review, through the department as part of their assessment of the application; it is not necessary to include evaluations in the dossier.

Evidence of Academic and Professional Work
A comprehensive dossier with a table of contents listing scholarship, research, creative activity and/or professional accomplishment for the period of consideration.

If the dossier accompanies a submission for change of rank and/or status, the period of consideration would be since the last successful application for review.
If the application is for conferral of tenure, the dossier should provide ample detail of the period since the last reappointment review, but should also cover the full period of full time tenure track appointment.

Academic Research/Creative Practice can include
- Examples of published books, articles, or papers
- Evidence of participation in external lectures series, symposia and conferences.
- Evidence of academic research, research grants, ad fellowships.

Professional Work/Creative Practice
- Examples of professional work as related to the discipline.
- Examples of work as published in books, periodicals and/or professional journals where applicable.
- Evidence of recognition of work such as exhibitions, public events, etc.
- Awards received by peer organizations

In all cases, the candidate should clearly indicate his/her contribution to work done in partnership or teams.

Evidence of Service
- Evidence of the applicant’s service contributions at the program, department, school and/or institute level.
- Evidence of work with community or professional organizations.
- The portfolio may also include a short narrative elaborating on the applicant’s unique service experiences or obligations.

Letters of Recommendation
Applications for CCE should include two letters of recommendation from individuals chosen by the applicant from outside of the Institute, who can speak to the applicant’s contributions to his/her area of expertise.

Application for tenure should include four letters of recommendation from individuals outside of the Institute who have the background and expertise to render an opinion on the applicant’s evidence of academic and professional work.

While letters of recommendation from professional colleagues in the field will carry more weight than letters from former teachers/advisors, classmates, and/or close collaborators, candidates may also solicit additional letters of support addressing any aspect of the candidate’s teaching, service, or professional work, including working with colleagues in other schools within the Institute, but these are not required.

Criteria for Promotion
For Promotion from Instructor to Assistant Professor
The applicant should be able to demonstrate a range of academic, professional and service related activities consistent with other professionals at his/her level of development.

For Promotion from Assistant Professor to Associate Professor
The applicant should be able to demonstrate a level of excellence in their academic and professional activities. The applicant should also show evidence of commitment and consistent service to the school, campus and community.
For Promotion from Associate Professor to Professor

The applicant should be able to demonstrate that they are a recognized leader in their respective disciplines through their academic, professional and service related activities. The applicant should also show evidence of commitment and consistent service to the school, campus and community.

Criteria for Change in Status

In addition to the materials required for a change of rank as noted above the candidate must note the following criteria:

For Change from Visiting to Adjunct

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 Design. 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 s/he has the capability to teach the maximum load required for change of status.

For Change from Adjunct to Adjunct CCE

The applicant must have completed 10 semesters (5 years) of teaching as Adjunct before applying. 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 Design and the Institute.

Tenure and Reappointment for Full Time Faculty

First-year Review

As stated in the Collective Bargaining Agreement article 16, section 5: “a faculty member’s first year shall be considered probationary and he/she may be terminated at the discretion of the Administration prior to the end of the Spring semester or trimester (or the end of the Fall semester if the member begins mid-year).” By the end of the probationary period, a faculty member must demonstrate competence as a teacher as evident in student and peer evaluations. A probationary faculty member must also demonstrate a willingness to be a productive member of the department, School, and Institute.

Third-year Review

For recommendation to reappointment at the start of the third year, a faculty member must demonstrate competence in the areas of teaching, service, and professional accomplishment such that s/he is on a path to becoming a significant and excellent teacher, scholar, and professional artist/designer. In the third-year review, the Chair and Dean have the responsibility to identify any areas that the candidate should address before the fifth-year review, including ways to improve teaching, to engage in service at and above the department level, and to produce a compelling portfolio of professional accomplishments.

- Teaching: By the third year, a faculty member must demonstrate competence in teaching as assessed through student evaluations, peer evaluations, classroom observations, a rigorous and challenging pedagogy as evident in course syllabi and, in the case of studio classes, department-wide assessment of student work.

- Service: By the third year, a faculty member must have engaged in service to the department through activities such as department level or Institute level committee work, participation in department-wide student critiques and other activities that contribute to the pedagogical effectiveness of the department. The faculty member should also show evidence of commitment and consistent service to the school and the institute. Evidence of service to the outside community should also be noted.
• Professional/Creative Accomplishment: While published work, performances, exhibitions, or other intellectual/creative activity in relationship to his/her professional accomplishment may still be in process by the third year, there must be evidence that a faculty member is actively engaged in the current intellectual and/or artistic discourse in her/his field.

Fifth-year Review
For recommendation to reappointment at the start of the fifth year, a faculty member must demonstrate success in the areas of teaching, service, and professional accomplishment so that it is clear and evident s/he is on track to submit a compelling application for tenure in the seventh year. Any suggestions for improvement that were identified by the peer committee, chair or dean in the third-year review should be addressed by the fifth year.

• Teaching: By the fifth year, a faculty member must be able to demonstrate success in the classroom as assessed through student evaluations, peer evaluations, department-wide assessment of student work, positive classroom observations, and a rigorous and challenging pedagogy as evident in course syllabi over a range of courses that serve her/his department’s curriculum.

• Service: By the fifth year, a faculty member must provide evidence of regular service to the department, and should have been or be engaged in service at the school and/or institute level and/or the outside community.

• Professional/Creative Accomplishment: By the fifth year review, a faculty member must demonstrate a level of engagement in her/his field so that her/his professional accomplishments are recognized by leaders in that field. The faculty member must demonstrate a record of ongoing contribution to the profession through activities such as: exhibitions, publications, built works, performances, noteworthy and respectable professional design activity, awards and competitions, guest lectures, speaking engagements, conference presentations, etc. and other forms of new intellectual/creative engagement. Dissemination of this work must be clear and demonstrate considerable recognition. By the fifth year, there must be a demonstrable commitment to the profession so that it is clear and evident that such a commitment will produce a portfolio of work worthy of tenure by the seventh year, and which clearly demonstrates continued commitment to and furthering of the discipline and profession throughout her/his academic career.

Tenure
For recommendation to tenure, a faculty member must demonstrate mastery and excellence in the areas of teaching, service, and professional achievement. Any suggestions for improvement that were identified by the peer committee, chair or dean in the fifth-year review must have been addressed by the seventh year.

• Teaching: A faculty member must demonstrate mastery in the classroom as assessed through student evaluations, peer evaluations, department-wide assessment of student work, classroom observations, and rigorous and challenging pedagogy as demonstrated in course syllabi over a range of courses that serve her/his department’s curriculum.

• Service: A faculty member must demonstrate a history of service to the department, School, and Institute (and/or community beyond) such that her/his commitment to serve the department, and School and Institute throughout her/his academic career at Pratt is evident and clear.

• Professional Accomplishment: By the tenure review period, a faculty member must demonstrate a level of engagement in her/his field so that her/his professional accomplishments are recognized.
by leaders in the field. A faculty member must demonstrate a record of commitment to long-term, ongoing professional engagement as demonstrated by documentation of activities such as: peer reviewed exhibitions, published work in reputable journals/presses, performances in venues recognized by leaders in the field, noteworthy and respectable professional design activity, awards and competitions, guest lectures, speaking engagements, conference presentations, and/or an engagement with other intellectual venues that acknowledge the faculty member as a significant contributor to the field. The faculty member's professional portfolio must clearly demonstrate a commitment to professional excellence that will continue throughout her/his academic career.
C.V. FORMAT
Any submission for promotion in rank or status, as well reappointment for full time and conferral of tenure must include a Curriculum Vitae that is a complete up-to-date record of educational, employment, professional and service activities.

- Paginate after 1st page; include your name
- Organize in reverse chronological order within sections
- Use the following or similar section titles

IDENTIFYING INFORMATION
Name, address, phone number, e-mail, URL

EDUCATION
Degree/s, including majors and minors
Institution, location
Year of start and completion
List all academic degrees you have earned (noting honors)

TEACHING EXPERIENCE
Position/Rank, year(s),
Institution, location

COURSES TAUGHT
Course(s) taught (list titles and differentiate TA posts)
List semester and year

PROFESSIONAL EXPERIENCE
Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

PUBLICATIONS for RESEARCH/CREATIVE PRACTICE
Separate ALL authored works into Books, Chapters, Journal Articles, Symposia/Conference Proceedings (printed and/or online), and Publications that feature your work.

- If a journal article or manuscript has been peer reviewed (blind or otherwise), that should be indicated.
- Unless you are the author, the actual publication need not be submitted. A scan of cover, ISBN and publication details, table of contents and your article or relevant pages should be included.

Bibliography of your work in reviews, articles, catalogs of work.
Entries of publications, reviews, blogs, etc. that feature your work, can also be listed like a bibliography.
Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

EXHIBITIONS
List gallery, location and dates.
With a juried or curated exhibition, list the name of the jurors or curators.
List any awards won.
Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

LECTURES, PRESENTATIONS, SYMPOSIA, WORKSHOPS
List only conferences where you presented a paper, chaired a panel, led a workshop, exhibited work, etc.
Be sure to note if the work is collaborative and to clearly identify your contribution.

AWARDS, HONORS, FELLOWSHIPS AND SCHOLARSHIPS
This could also include artist in residency programs, etc.

ACADEMIC SERVICE
A record of service to the department, the School, and the Institute, including participation in Board of Trustee service, and committee membership.
A record of service to academic discipline and/or outside professional organizations.

PROFESSIONAL AFFILIATIONS

SKILLS

LANGUAGES

CONTINUING EDUCATION
Include symposia, courses taken, etc.
List where and dates.