
School of Art Associate Degree Department

FacultyPeerReviewCommittee 2025- 2026

Policy for Promotion, Reappointment and Change in Status of AOS /AAS Dept 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. Departmental Peer Review Committee formation will give preference to Full-Time and Adjunct faculty.

The following are the AOS/AAS policies for consideration of promotion and change of status from terms of initial employment. Faculty members are hired at the discretion of the Chairperson and with the approval of the Dean and Provost.

Procedures

The Associate Degree Programs Committee for the Appointment, Reappointment, Promotion, and Tenure (Faculty Peer Review Committee) is the department's official representation of faculty for all procedures concerning faculty actions.

The Faculty Peer Committee has the authority to approve or deny applications for promotion and change in status based on the criteria set forth herein.

1. The Committee submits its recommendations to the Department Chairperson.
2. The Chairperson in turn submits their approvals or denials to the Dean.
3. The Dean makes his recommendations to the Provost.
4. The Board of Trustees determines final approval of all faculty actions.

Definition of Terms

There are two key terms which apply to Faculty Appointments: **Rank** and **Status**

Rank indicates academic level. At Pratt the ranks are Instructor, Assistant Professor, Associate Professor and Professor. An upgrade in rank is referred to as a Promotion.

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

Criteria for Promotion

- **Promotion to Assistant Professor :** Normally three to five years (continuous) of excellence in teaching at the Instructor level in the AOS/AAS Program, the terminal degree or its equivalent, and an active record of professional accomplishments and service to the institution.(time served alone is not a guarantee of advancement)
- **Promotion to Associate Professor :** Normally four to six years (continuous) of excellence in teaching at the Assistant Professor level in the AOS/AAS Program, the terminal degree or its equivalent, with a consistent record of service to the institution, and with definite signs in the professional record that the applicant is on the way to becoming a recognized leader in his or her field. (time served alone is not a guarantee of advancement)
- **Promotion to Professor:** Four to six years (continuous) of excellence in teaching at the Associate Professor level in the AOS/AAS Program, the terminal degree or its equivalent, a significant record of service to the institution with a professional resume that establishes clear and recognized leadership in the faculty member's field. (time served alone is not a guarantee of advancement)

Criteria for Change in Status

- **Visitor to Adjunct Status:** Minimum 8 Continuous Semesters in the AOS/AAS Programs. Time served alone is not a guarantee of advancement. Additionally, application support materials will show evidence of teaching effectiveness, creative projects, scholarly work, professional activity and a record of service to the Dept, School of Art, and Institute.
- **Reappointment (Full-Time Tenure-Track Faculty only):** During the 3rd and 5th year of employment untenured Full-Time faculty request reappointment in a cover letter and a supporting statement of intent. The cover letter serves to confirm the continuation of their current teaching appointment while the supporting statement serves as a record of academic development and professional achievement. Support materials will show evidence of teaching effectiveness, creative projects, scholarly work, professional activity and service to the institute. The application provides an opportunity for the dept committee to identify any areas that should be addressed in the candidate's developing tenure application. A candidate's overall portfolio should build cumulatively toward the tenure application.

- **Conferral of Tenure and CCE:** Tenure or 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 institution, and whose expertise is appropriate to the long-range needs of the AOS /AAS department, the School of Art and Pratt Institute. Support materials will show evidence of teaching effectiveness, creative projects, scholarly work, professional activity and service to the institute.

Support Materials

All support materials will be submitted online at www.interfolio.com . Once you have notified the AOS/AAS FPRC Chair of your 'Intent to Apply' you will be given access to 'Interfolio' in order to upload all support materials. Once access is given, please login to 'Interfolio.com' to review all required documents.

Complete supporting materials are vital to the review of all applications. 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 Art. At a minimum, an application for promotion, re-appointment or change in status should include:

1. Cover Letter of application clearly stating current rank and status and the desired promotion, reappointment, and/or change in status.
2. Faculty Personnel Action Checklist (found in Interfolio)
3. A current resume/CV, complete up-to-date record of the faculty member's educational, employment, professional, and service record.
4. Supporting Statement of Intent - Positioning your Work, Teaching Philosophy, Research, Creative or Scholarly Work and Trajectory.
5. Letters of Recommendation (addressed to AOS/AAS Faculty Peer Review Committee):
 - i. All Applicants except Full-Time Tenure-Track or CCE applicants:
Submit 3 recommendation letters. These should include 1 from a Pratt faculty colleague and 2 from professional peers outside of the Pratt community. (Applicants may submit additional letters if they choose).
 - ii. Full-Time Tenure-Track Faculty applying for Reappointment (Yr 3, Yr 5):
Letters of recommendation are optional. If they choose, candidates may submit up to 3 letters from professional peers outside the Pratt community.
 - iii. Full-Time Tenure-Track applications for Tenure and CCE applications :
Submit recommendation letters from (at least 3) 'external reviewers' and (at least 2) Pratt faculty colleagues. NB. Faculty applicants will submit names of suggested 'external evaluators' following the process outlined below (see item # 9).

6. Evidence of Pratt Institute teaching performance (compiled as a single pdf) to include- Examples of student work (20-24 eggs) , Pratt student course evaluations (24-30 recent copies), copies of Syllabi from Courses taught at Pratt, a statement on Diversity, Equality & Inclusion (DEI), and any other relevant teaching effectiveness documentation (not from other educational institutions).
7. Evidence of professional and creative activity (compiled as a single pdf) to include items such as, links to websites, images of current work (20-24 eggs), copies of publication and articles, commissioned prototypes, exhibition catalogs, posters, reviews, citations.lecturers, performance,etc.
8. Evidence of Service to Dept, School and Institute and Community (compiled as a single pdf). A service record may include, but is not limited to; serving on Dept, School and Institute Committees, serving on Academic Senate or Senate Committees, participation in Dept and Institute events such as Open House and Portfolio Days, Graduation shows and events.
9. Applications for Full-Time Tenure and applications for CCE are expected to include 2 letters of recommendation from Pratt colleagues and 3 letters gathered from external reviewers relevant to the faculty applicant's field(s) of expertise. No fewer than three (3) such letters shall be attached to the applicant's dossier before the Departmental Peer Review Committee begins its review. Among these letters of recommendation, at least one and no more than two will be from external reviewers proposed by the faculty applicant. The letters shall be solicited and gathered by the Dean of the respective School, in consultation with the Department Chair and the Peer Review Committee regarding suitable potential reviewers.

Schedule of Action

All application and supporting materials must be submitted online at '[Interfolio.com](https://interfolio.com)'.

Submission Deadline : **Friday, OCTOBER 10th to AOS/AAS section of 'Interfolio'**.

Deadlines are strictly observed. Missing a deadline will cause an application to be disregarded. It is the responsibility of the faculty applicant to review the standards and procedures and submit a complete and professional submission.

Associate Degree Department Faculty Committee 2025-2026 :

Prof Charles S Parker (Committee Chair), Prof Deb Caponera, Prof John De Santis, Prof Yisun Rho.

Questions?

Any questions should be addressed to members of the Committee.