

FOUNDATION DEPARTMENT

PEER REVIEW COMMITTEE (PRC) GUIDELINES 2022

Standards of Eligibility, Fitness, and Evaluation
(criteria for promotion, change in status, reappointment, and tenure)
and Application Procedures

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Foundation Department Peer Review Committee Guidelines 2022
INTRODUCTION

Faculty actions are not automatic. You must initiate the application process yourself. You are encouraged to seek the rank and status commensurate with your teaching, professional experience, and achievements. These guidelines provide important information for those applying or considering whether to apply.

The requirements of your application are specific and substantial--far more detailed than typically needed in applying for a new teaching position. If you are going to apply:

Begin preparation early.

Read these guidelines thoroughly.

Take this process as seriously as you would an application to a new professional position with people who do not know your course(s). Don't assume that your record precedes you.

The Peer Review Committee (PRC) strongly encourages that applicants talk to peers who have applied for faculty actions, for advice and mentorship regarding the application process and materials.

Consult the Foundation PRC chair with any questions about these guidelines. The PRC is an independent and autonomous committee of elected faculty representatives.

Nothing in these guidelines is intended to contravene or supersede any terms of the Collective Bargaining Agreement (CBA).

FROM THE COLLECTIVE BARGAINING AGREEMENT

From the Collective Bargaining Agreement between the Administration of Pratt Institute and United Federation of College Teachers, Local 1460, AFT, AFL-CIO, 9/1/16-8/31/21

ARTICLE XVI

APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS AND TENURE

16.1 The union recognizes and accepts the authority of the Board of Trustees acting in all matters concerning appointment, reappointment, promotion and tenure.

16.2 At the same time, in an academic community, these matters of appointment, reappointment, promotion, and tenure, must have input at the point of closest contact with the faculty members individually affected. Accordingly, the Chairperson of each department shall receive recommendations in all of these matters from the Departmental faculty and other members of the Institute community who may be affected by these matters. The Departmental Committees on appointment, reappointment, promotion and tenure shall develop standards of eligibility, fitness and evaluation; which shall include teaching effectiveness and professional competence and may include non-teaching responsibilities, institute service and public service. The faculty in each department and /or area and in the Library shall set up such procedures as they deem appropriate to effectuate the foregoing.

16.3 Evaluation reports and recommendations concerning reappointment, promotion and/or tenure, as set forth in Article 16.2 above, shall be in writing and shall be forwarded to the Chairperson and/or Area Head. The Chairperson and/or Area Head shall add his or her comments and copies of these evaluation reports, recommendations and comments shall be given to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. These recommendations will then be forwarded to the Dean of the School or of the Library, who shall add his or her comments, with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. These recommendations will then be forwarded to the Provost, or such other academic administrative officer as may be designated by the Board of Trustees, for review and recommendation with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. Final determination is by the expressed approval of the Board of Trustees. Review and determination shall also take into account enrollment trends, distribution and budgetary considerations. Differences between the recommendations made and final determination are to be clearly stated in writing setting forth the reasons for the determination.

The PRC encourages all faculty to familiarize themselves with the entire current Collective Bargaining Agreement (CBA). A PDF is available at the following link:

<http://www.pratt-union.org/wp-content/uploads/2016-2021-UFCT-CBA-signed.pdf>

DEFINITION OF TERMS

There are two terms that apply to full-time and part-time faculty appointments: **Rank** and **Status**.

1. Rank indicates a faculty member's academic level. There are four ranks at Pratt Institute: Instructor, Assistant Professor, Associate Professor, and [Full] Professor.

An upgrade in rank is referred to as a **Promotion**.

2. Status indicates a faculty member's employment level. At Pratt Institute, status titles include:

- *Visiting*: Part-time teaching load limited to fifty percent of a full-time workload.
- *Adjunct*: Part-time teaching load limited to seventy-five percent of a full-time workload. Benefits include tuition remission.
- *Adjunct with CCE (Certificate of Continuous Employment)*: CCE is adjunct tenure status. "Every reasonable effort" is made to provide the CCE with "(3/4) of a full-time workload" [CBA 23.4(a)]. In addition to full tenure protections, benefits include tuition remission, retirement/pension plan, and health coverage.
- *Full-Time [tenure-track]*: Typically, the full-time tenure-track faculty member "will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year" [CBA 16.5]. However, "each two years of prior full-time faculty service at an accredited college or university shall be credited as equivalent of one year full-time service at Pratt Institute for purposes of eligibility for tenure to a maximum of two years full-time service at Pratt" [CBA 29.4]. Benefits include tuition remission, tuition exchange, retirement/pension plan, life insurance, and health coverage.
- *Full-Time [tenured]*: Typically, "full-time faculty members who have served in a continuous manner for a probationary period of seven (7) years shall be reappointed for an eighth year with tenure or shall receive a terminal contract" [CBA 29.4]. Past practice allows the full-time faculty member who held a CCE prior to their full-time appointment to resume their CCE status should they not be reappointed with tenure.

An upgrade in employment level is referred to as a **status change** or **change in status**.

Simultaneous applications for promotion and status change are permitted.

3. Title of Emeritus/Emerita: Besides reviewing applications for change in rank and status, the PRC reviews nominations for the honorific **title of Emeritus/Emerita**. Retired tenured faculty may be granted this title as recognition of distinguished service.

CRITERIA FOR ELIGIBILITY FOR PROMOTION

- *For Promotion to Assistant Professor*:
Normally three to five years of excellence in teaching at the Instructor level, an

appropriate terminal degree or its equivalent, an active record of professional accomplishments, and some service to the Foundation department.

- *For Promotion to Associate Professor:*

Normally four to six years of excellence in teaching at the Assistant Professor level, an appropriate terminal degree or its equivalent, an active record of professional accomplishments, and a consistent record of service to the Foundation department.

- *For Promotion to Professor:*

A minimum of four to six years of excellence in teaching at the Associate Professor level, an appropriate terminal degree or its equivalent, a noteworthy record of professional accomplishments, and a significant record of service to the Foundation department.

CRITERIA FOR ELIGIBILITY FOR CHANGE IN STATUS

- *From Visiting to Adjunct:*

Normally the applicant will have three to five years teaching as a Visitor; time served alone is no assurance of advancement. It must be demonstrated that teaching skills and knowledge of course(s) taught are thorough, and are appropriate to current and long-range department needs. The applicant should demonstrate willingness to fulfill the increased commitment in teaching and service that the Adjunct appointment may carry. The applicant should have a growing and promising record of achievement in their professional area(s) of expertise.

- *Conferral of CCE:*

To receive CCE, or adjunct tenure status, an applicant must have a minimum of five years teaching as an Adjunct (years as a Visitor do not apply). Adjuncts may apply at the beginning of their fifth year; time served alone is no assurance of advancement. The applicant must demonstrate a high level of achievement in their teaching and professional career, and demonstrate commitment to and leadership in the department. Applicants for CCE should have a record of curricular innovation and contribution to department curricular dialogue. Departmental and Institutional service may be considered as well. Confidential letters are required. See ***Application Materials*** for more details.

- *Reappointment for Full-Time [tenure-track]:*

(All initial full-time faculty appointments are probationary and are for one year only. The first year is not subject to peer review.)

Tenure-track faculty normally apply for reappointment at the start of their third and fifth years in the tenure-track position. (The CBA allows for possible earlier review in some cases.)

The applicant for reappointment must demonstrate continued excellence in teaching, service, and professional work since the original or previous appointment. The applicant should display leadership, continue to make significant contributions to the department, and fulfill the substantial service role expected of full time faculty. This may include institutional service. Application materials should emphasize accomplishments in teaching, service, and professional engagement since the previous review for appointment or reappointment.

- *Conferral of Full-Time Tenure*

Applicants for Full-Time Tenure normally apply at the beginning of their seventh year of tenure-track appointment. Applicants should have a record of outstanding teaching, a history of noteworthy service to department and Institute, and a distinguished level of professional commitment and accomplishment. The applicant's leadership in the department should include curricular innovation and contribution to department curricular development. Application materials should summarize the applicant's career, while highlighting accomplishments during their tenure-track appointment. Confidential letters are required from at least two individuals outside the Institute who can speak to the applicant's contributions to their area(s) of expertise; and from one individual from within the Institute. See ***Application Materials*** for more details. The application should demonstrate a commitment to excellence that will continue throughout their academic career.

CRITERIA FOR ELIGIBILITY FOR EMERITUS/EMERITA:

- *Emeritus/Emerita* is an honorary title that recognizes a retired faculty member's meritorious contributions in teaching, scholarship, and/or service throughout their career. Faculty members who held tenure (full-time or CCE) at the time of their retirement, and are in good standing, are eligible for the title of Emeritus in the year after their retirement or any time after. Emeritus/Emerita nominations may be offered by any member of the current tenured faculty or by the department chair. Nomination letters should be submitted to the PRC via Interfolio for review and recommendation. The criteria for conferral may include: excellence in teaching; distinguished professional achievement; outstanding service to the Institute and/or to society; and special contributions to the advancement of Pratt Institute, its students and/or alumni.

STANDARDS OF EVALUATION

Please note that standards of evaluation may be weighted differently considering the type of faculty action sought. Refer to ***Criteria for Eligibility*** and ***Application Materials*** for more information.

- *Teaching Excellence/Teaching Effectiveness*: Quality of student work as documented by the applicant, clear and effective presentation of curricular concepts and outcomes, participation in intercollegial dialogue, and content of student evaluations. Curricular

innovation and contribution to department curricular dialogue will be considered, and are required for Full-Time Tenure and CCE.

- *Departmental Service*: Presentations, class exhibitions, student advisement, Foundation committees, departmental searches, participation in faculty meetings, participation in curricular development and decision-making processes, and/or any assistance with departmental projects, programs and events.
- *Institutional Service*: Contributions to Portfolio Review Day, Academic Senate, Open House, Family Weekend, Institute search committees and other Institute level committees, UFCT Committee or Assembly, and other assistance with projects, programs, and events in the life of the Institute and its students. Service to the larger community may also be considered.
- *Professional Competence*: Evidence of professional competence includes exhibitions, written materials by or about the applicant, performances, screenings, design activity, studio activity, awards, grants, commissions, professional presentations, advanced study, and other evidence of creative and/or scholarly work in the applicant's discipline or field.

IMPORTANT DEADLINES

There are two deadlines to be aware of:

- **Deadline for intent to apply** (Email notification to chair of PRC, who will then have a case created on [Interfolio](#) for applicant.) Deadline normally early September, to be announced ASAP.
- **Application deadline** (Complete application uploaded to Interfolio. See ***Application Materials*** and ***Interfolio Process*** below for more details.) Deadline normally late September or early October, to be announced ASAP.

Application deadlines are based on the Institute's calendar, and will be made known to Foundation faculty as early as possible at the beginning of the academic year. No exceptions or

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extensions to the application deadline will be considered.

It is the responsibility of the applicant to submit a complete application online via [Interfolio](#). Paper applications are no longer accepted.

Any application materials can be withdrawn while under PRC review.

APPLICATION MATERIALS

Application content should be well-organized, comprehensive yet concise, and written in clear language understandable to reviewers outside applicant's course and field of expertise. Applicants must submit the following materials via [Interfolio](#). (See ***Interfolio Process***.)

The PRC encourages applicants to have others proofread application materials before submission.

- *Letter of Application*: Addressed to the Foundation Peer Review Committee, the application letter should clearly state the desired faculty action: promotion, change in status, reappointment and/or tenure, as well as speak to the applicant's experience, achievements, and service at Pratt Institute, as outlined in the standards of evaluation.
- *Faculty Personnel Action Checklist*: Informational form on [Interfolio](#).
- *Statement of Teaching Philosophy*: A concise, reflective statement on applicant's approach to teaching his/her subject and its relationship to the Foundation curriculum. This statement is distinct from a course syllabus; elements of the syllabus are standard throughout the department, while the statement of teaching philosophy presents an instructor's individual views on teaching.
- *CV*: A complete, up-to-date record of applicant's educational, employment, professional, and service record. The CV must clearly indicate present rank and status, state number of years served at current and previous levels, indicate courses taught, and describe any service to department and/or Institute. PLEASE NOTE: this academic CV requires material not typically included in CVs for other professional purposes.
- *Evidence of Teaching Performance*: Submit **one PDF** providing a clear, chronological presentation of applicant's coursework and projects, which may include explanatory text, and should include examples of student work. (If submitting videos, save via Youtube or Vimeo and embed the link in the PDF.) The presentation should reflect the learning arc of the course and/or semester, show linkages between assignments and concepts, and provide evidence of meeting the learning outcomes in the course syllabi. When possible, present a variety of student interpretations of assignments, such as documentation of class exhibitions, as well as outstanding individual examples. Applicants for Full-Time Tenure and CCE should provide evidence of curricular innovation, highlighting coursework that they developed or adapted and any other contributions they have made to curricular development in the department.
Some points about organizing the PDF with evidence of teaching performance: ●
Except in the case of videos of student work, links within the PDF to further material may or may not be viewed by the committee; please incorporate key written and visual material directly in the PDF.
 - In organizing materials, bear in mind that the PRC and other reviewers may not

be familiar with your teaching or with your area(s) of expertise.

- Images of student work should be of good quality.
- Interfolio places a 100 mb limit on PDFs as of this writing: applicants and PRC should check Interfolio in a given year to see what size PDFs can be uploaded.

- *Professional Work*: Submit **one PDF** offering a clear, concise overview of applicant's work. Images (or other relevant documentation) should be included, along with any supporting materials attesting to applicant's professional accomplishments. (If submitting videos, save via Youtube or Vimeo and embed the link in the PDF.)

- *Letters of Recommendation*: Applicants for Full-Time Tenure and CCE should include two confidential letters of recommendation from individuals chosen by the applicant, who can speak to the applicant's contributions to their area(s) of expertise and history of teaching. (Enter recommenders' contact information on Interfolio; they will then be notified to upload their letters directly.) Additional letters of recommendation addressing any aspect of the applicant's teaching, service, or professional work may be submitted but are not required. Letters may not be requested from active members of the PRC, department chair, or anyone directly part of the decision-making process.

Please feel free to consult the PRC chair with questions about the faculty action process.

PRC MEMBERSHIP ELIGIBILITY AND TERMS

- Seven elected members from the full-time and part-time faculty statuses shall comprise the department's peer review committee (PRC). Ideally, the committee should be representative of all of Foundation's four courses.
- All faculty – irrespective of status – with three (or more) years of service in the department are encouraged to submit their names for election, and serve on the PRC.
- PRC elected terms are for three years. Faculty may serve as many terms or successive terms for which they are duly elected
- Any faculty member wishing to apply for a rank or status change should **not** submit their names for election, or should step down, if elected, from service on the PRC during the

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year in which their application for status change is being reviewed.;

- Elections for service on the PRC shall be conducted at the earliest possible date in the fall.

PRC STANDING RULES

- The PRC believes that representation from each of the four courses makes for a stronger committee. While voting and serving are voluntary, the PRC will indicate which courses are not represented, so that faculty may consider this when making their selections.
- Upon the election of new members, the newly constituted PRC committee elects a chair at its first meeting. The meeting is convened and chaired by the previous chair. Election of the chair may be conducted by secret ballot. See **Appendix, Role of PRC Chair**.
- The PRC committee adheres to the criteria and standards of evaluation established in this document (distributed to department faculty in the spring of the prior year). The new committee may not establish additional criteria or standards prior to or during its fall review.
- Each committee may establish rules of order for conducting meetings (i.e. the order of business, election of the chair, motions, voting procedure, etc.)
- The PRC will convene in spring semester to review PRC Guidelines (this document). All changes to the PRC Guidelines (this document) are subject to review and written comment by faculty for a period of two weeks in the spring semester. Written comments will be collected and the PRC will convene to consider the comments and further modification of the proposed PRC Guidelines. If there are no comments, the proposed PRC Guidelines will go into immediate effect after the two-week comment period.
- The PRC will communicate with department faculty in the spring to distribute the current Guidelines and answer questions about applications and the faculty action process.

FURTHER NOTES ABOUT THE COMMITTEE'S PROCESS

All PRC discussions and votes are confidential within the committee, as are applicants' submitted materials.

Applicants who have questions about PRC decisions or letters should speak to the PRC Chair. For more on PRC Chair responsibilities, see **Appendix**.

Faculty are also encouraged to consult their union representative at any point for further guidance regarding questions about PRC decisions, about appealing responses, or about any other concerns or questions about the faculty action process.

Faculty may withdraw applications if they wish at any point during the PRC review process.

INTERFOLIO PROCESS

For submitting applications, faculty are now required to use the online Interfolio platform:

www.interfolio.com

The following information from Pratt Institute about Interfolio is provided for applicants' reference and includes contact information for technical assistance. **Please note the text below was not written by the PRC.** If further questions about Interfolio or the faculty action process, contact your PRC chair.

Interfolio at Pratt Institute

Try out Your Dossier

Your Interfolio Dossier is a free account set up for you through your Pratt email. Your account is private to you, accessible at any time, and allows you to gather, organize, and prepare materials for when you apply for a Faculty Action (reappointment, promotion, change of status, or tenure). To try your Dossier:

1. Go to www.interfolio.com
2. Do not make a new account or sign in with your email the first time you access your account. Instead, sign in by searching for Pratt Institute as a partner institution or by clicking Google and choosing your Pratt email account.
3. Enter your OneKey credentials.
4. Go to Dossier. There's a Dossier Quick Start Guide at the bottom of the page. You can keep your Dossier for life without charge regardless of whether you stay at Pratt. Your Dossier account includes several features that should make it easier to organize and understand reviews—before, during, and after any formal deadlines. From within your Dossier you can:

- *preview your department's application template for Faculty Actions to review requirements and prepare for future applications;*
- *store documents, images, videos, and links to online work in your account; ● request and store reusable letters of recommendation, submitted directly by the letter writer to Interfolio and kept confidential;*
- *organize your materials into "collections" for different purposes—for example, fellowship applications, tenure reviews, or grants; and*
- *reuse previously submitted/assembled materials when participating in formal reviews through Interfolio.*

Viewing Your "Case"

To apply for Faculty Actions this academic year, email your Peer Review Committee Chair to inform them of your intent to apply. The Peer Review Committee Chair will initiate your application "Case." When they open a case for you, you will receive an email notifying you that a review has been initiated on your behalf. Select "View Case" in the email and you will be taken to your account home page. It's easy to transfer any materials in your Dossier to your application case.

Please be aware that Interfolio uses the term "Review, Promotion & Tenure," but at Pratt we refer to it as the Faculty Actions process. Faculty Actions include

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reappointments, promotions, changes in status, tenure, faculty emeritus, and sabbatical
applications.*

About the “Append and Affix” Process

As your case moves through the Faculty Actions process, you will have the opportunity to append and affix at each administrative level, in accordance with Article 16 of the CBA. So, as your chair, dean, and provost issue and share their letters about your application, you will have the opportunity to append and affix any response. Information on how to do that will be communicated with the shared letters.

Link from help menu on rebuttals (or, append and affix, at Pratt):

<https://product-help.interfolio.com/m/33238//677357-view-and-respond-to-files-shared-with-you-by-a-committee-rebuttal>

Recommended Browsers for Interfolio

Interfolio recommends using the latest versions of Chrome, Mozilla Firefox, Safari, or Internet Explorer.

Getting Help

For questions related to Interfolio’s Review Promotion & Tenure or Dossier, Interfolio provides a library of help articles on its website, www.interfolio.com -- including:

- *Quick Reference Guide to Dossier Institution*
- *Best Practices and Resources (Video)*
- *Candidate’s Guide to Interfolio Review Promotion & Tenure*
- *For Review, Promotion, and Tenure Candidates*
- *Manage Your Dossier Materials*
- *Dossier Help Articles*
- *Use Guidelines to Prepare for Reviews*
- *Help for Sharing and Receiving Feedback on Dossier Materials*

Interfolio’s Scholar Services Team also provides comprehensive, one-on-one help. Email them at help@interfolio.com or 877.997.8807 (9 AM–6 PM Eastern Time, M–F) if you have any technical issues with the tool or software while working on your application. The Scholar Services Team is best equipped to help with issues related to uploading docs, image size, formatting problems, etc.

If you have questions regarding criteria, process for review, timeline, etc., contact your PRC Chair.

APPENDIX:

ROLE OF PRC CHAIR

Best practices for the PRC Chair, with assistance as necessary from other committee members:

- communicate PRC standards, procedures, and deadlines to faculty in the spring, in time to allow adequate time for applicants to prepare materials.
- establish an “Intent to Apply” deadline in accordance with the Faculty Action Calendar distributed by the Provost’s Office, and communicate this deadline to faculty in the fall.
- compile a list of applicants and open a Case for each in Interfolio.
- convene the PRC at an early date in the fall semester to organize committee workflow and introduce new committee members to the Interfolio platform.
- convene PRC committees to discuss applications at in-person meetings.
- oversee the completion of letters to the department chair and applicant in response to each action requested, and ensure letters are in keeping with department standards for each action. ● share PRC response letters with the applicant via Interfolio.
- maintain up-to-date understanding of the Collective Bargaining Agreement, and be in dialogue with Union leadership as necessary.
- communicate as necessary with the Department Chair.
- revise the Department’s Template on Interfolio to align with any changes made to Standards and Procedures each year.
- oversee the application process:
 - receive applications and letters of recommendation (if applicable to the application at hand) via Interfolio
 - select the status type and the application type from the dropdown menu in Interfolio
 - distribute the complete application packet to the Peer Review Committee via Interfolio by forwarding the case “from Chair, Peer Review Committee” step to the “Peer Review Committee” step
- assess how the PRC process is proceeding during the year, and initiate dialogue within the PRC to fix any problems that arise and/or to make overall improvements.
- be responsible for working with PRC members to review and revise, if necessary, their Department’s PRC Standards and Procedures each year; and ensure any revisions are communicated to and approved by faculty, in keeping with PRC Standing Rules.