

Department of Humanities and Media Studies

School of Liberal Arts and Sciences

Pratt Institute

Committee on Appointment, Reappointment, and Tenure (CART):

Criteria and Procedures

After reading this guide, if you have any remaining questions or concerns about what should be included in your application, or when you should apply, you are encouraged to consult with a member of the current CART.

1. INTRODUCTION

a. What is CART?

“CART” is the “Committee on Appointment, Reappointment, and Tenure.” It is composed of faculty from the Department of Humanities and Media Studies. CART’s job is to receive and review applications from colleagues for promotion in rank and for change in status every Fall. CART also facilitates peer teaching observations, which are needed to apply for advancement. Much of what you need to know to prepare and submit an application is contained in this document.

Specifically, this document contains the PROCEDURES AND POLICIES (part 2) by which CART is composed and by which it receives and reviews applications; the CRITERIA by which applications for advancement are reviewed (part 3); information on ASSEMBLING AN APPLICATION (part 4); and the PEER OBSERVATION PROTOCOL (part 5).

These CART CRITERIA were voted on and approved by the faculty on May 19, 2025.

b. What are CART’s principles?

Part 3 of this document specifies the criteria for reappointment, change of status, and promotion in rank. We believe it is essential that criteria be stated clearly in order to enable candidates to meet them and to provide evidence that they have done so. Criteria must also be clear in order to enable a high degree of consensus among a candidate’s peers in terms of whether the criteria have been met, thereby enabling CART to advocate on the candidate’s behalf.

The faculty action process at Pratt Institute requires a great deal of involvement and labor on the part of all faculty in the department, whether they be applicants, members of CART, or members of the faculty participating in the peer observation process, or other forms of mentorship. Unlike other forms of service at Pratt, service related to the faculty action process is currently not remunerated by the administration, either with stipends or course releases. There are several reasons for this. Both the faculty and the administration view the faculty's role in the process as a right, not as an administrative assignment. The rationale for the faculty's prominent role in this process, in setting criteria for faculty actions and writing recommendations, is that faculty are at the point of closest contact to the fields in question, and so most qualified to establish criteria by which achievement in those fields can best be measured. Participating actively in the process enables faculty to support one another while defining and maintaining our professional standards on an ongoing basis.

c. What is the basis of CART?

CART is a Peer Review Committee, and its role, responsibility, and review procedure stem from the faculty Collective Bargaining Agreement (CBA). The CBA is established between the Pratt Faculty Union (UFCT 1460) and the Pratt Administration. You should obtain a copy of the CBA, available in 125 North Hall or at www.pratt-union.org/documents because it is referred to frequently here. Specifically, Article 16 of the CBA provides faculty with the charge of developing criteria and procedures for reviewing applications for advancement. It reads partially as follows:

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 written recommendations in all these matters from the Department faculty and any 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 of each Department and/or Area and in the Library shall set up such procedures as they deem appropriate to effectuate the foregoing.

[...]

16.3 In all cases of application for full- or part-time tenure, all Departmental, School, or Area Peer Review Committees are expected to consider letters of recommendation solicited 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 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.

2. CART PROCEDURES AND POLICIES

a. Composition

The CBA states the following with regard to the composition of Peer Review Committees:

16.2 ...the Committees will give preference to faculty members holding the rank of Professor or Associate Professor (whether full- or part-time), and part-time faculty holding the status of Adjunct (with or without CCE) to serve on Departmental Peer Review Committees.

Following this, the Peer Review Committee in the Department of Humanities and Media Studies is composed as follows:

- 1) 3 Full-Time faculty (at least two of whom should be tenured) (2-year terms)
- 2) 1-2 Adjuncts (with or without CCE) (optional 2-year terms)
- 3) 1 Visitor (1-year terms)

One of the tenured Full-Time faculty members shall serve as chair of the committee and all Full-Time faculty are expected to serve 2-year terms. Adjunct faculty may serve 2-year terms but are not required to do so. Visitors serve 1-year terms.

We feel it is crucial to have representation from the Visiting faculty on CART in order to inculcate Visiting faculty into the departmental culture as well as to ensure that the voices from all statuses in the department are represented.

In May of each year, the CART chair will notify the whole faculty of vacancies for the following academic year and will solicit volunteers. It is advisable that faculty applying for a faculty action not serve on CART during the same year in which they are applying (sometimes this is unavoidable, in which case the faculty member is recused from reviewing their own application).

Faculty are reminded that serving on CART is an excellent way to learn about the faculty action process, to get to know colleagues, to perform departmental service in furtherance of

one's own advancement, and to perform an invaluable service for one's peers. Having the opportunity to learn about the accomplishments of our colleagues is especially gratifying.

b. Responsibilities

The responsibilities of CART are the following:

- To review faculty applications for promotion, reappointment, and tenure, and to make recommendations on these matters to the Department Chair.
- To ensure that all faculty are informed of the purpose of CART, to make sure that faculty have access to CART's criteria, and to be available to answer questions pertaining to CART's function.
- To ensure that faculty are informed of the importance of peer review and observations of teaching, and to coordinate these observations.

c. Procedures

During the Spring semester, the current committee should solicit members for the following year. Once the members have been established, the whole committee for the following year should meet and elect a CART chair from among the tenured Full-Time faculty who will serve for the following academic year.

CART should inform the Chair of the Department of the name of the CART chair and members of CART. CART should also elect a coordinator of peer observations.

During the first week of Fall semester, the CART chair should obtain a copy of the Institute Faculty Action Calendar, which includes the deadline when CART recommendations are due to the Chair of the Department. The CART chair should hold a meeting with the whole committee soon thereafter to establish a deadline for submission of applications and to notify the faculty of this deadline, of the criteria for faculty actions, and of the appropriate contents of an application and supporting materials.

Soon after the deadline, CART members should review all applications and supporting materials. CART should look at a representative sampling of student evaluations for each applicant and review this sampling in the broader context of other teaching materials in the dossier, especially peer observations. CART should then meet, discuss, and vote on applications, and delegate the responsibility of drafting recommendation letters, which will be reviewed and signed by every member of CART.

The CART chair should submit all recommendations and supporting materials to the Chair of the Department on or before the deadline.

Early in Spring semester, the coordinator of peer observations should notify the faculty that most faculty actions require a record of peer observations. He or she should also inform the faculty that if he or she would like to have an observation done, he or she may arrange this with an observer him or herself, or have the peer observation coordinator make this arrangement. In either case, the observer should ideally be of equal or superior rank and status to the observee. In addition, it is the responsibility of the peer observation coordinator to keep a copy of the observation in the CART files. Specific guidance concerning peer observations is contained in Section 5 of this document.

3. CRITERIA FOR PROMOTION, REAPPOINTMENT, AND TENURE

a. An Explanation of “Rank” and “Status”

There has often been confusion about the meaning of “rank” and “status.” If you do not know your current rank and/or status, you should request this information from the Chair of the Department. The Pratt Faculty Handbook also provides useful definitions of “rank” and “status” for both Part-Time and Full-Time faculty. The Pratt Faculty Handbook is available here: <https://prattsenate.org/faculty-handbook/>.

“Status” pertains to the maximum number of contact hours (CH) the faculty member is allowed to teach, as well as to whether or not he/she is tenured or untenured. A “contact hour” refers to the number of hours per week that a faculty member has “contact” with students in the classroom. “Rank” pertains to his/her Academic Title.

On Status for Part-Time Faculty:

Part-Time faculty are eligible for changes in status (Visitor to Adjunct; Adjunct to Adjunct with a Certificate of Continuous Employment, or CCE, colloquially known as “Part-Time Tenure”).

The Visiting Status is typically associated with a maximum contact hour load of 6 CH/semester. The Adjunct Status is associated with a maximum contact hour load of 9 CH/semester. A promotion from Visitor to Adjunct thus expands the number of classes/contact hours a part-time faculty member may teach.

On Status for Full-Time Faculty:

Full-Time faculty teach a maximum of 12 CH/semester. Full-Time faculty are either tenure-track, tenured, or appointed temporarily (the number of non-tenure-track, full-time faculty is limited by the CBA, as a measure to protect tenure). Full-Time

tenure-track faculty are appointed on a probationary basis in their first year, must be reappointed in their 3rd and 5th years, and are typically reviewed for tenure in their 7th year. See CBA Article 28 for more specific information concerning the length of the tenure track.

On Rank for All Faculty:

Visitors, Adjuncts, and Full-Time faculty are all eligible for promotions in rank (Instructor, Assistant Professor, Associate Professor, Full Professor). Academic Ranks have the same criteria for both Full- and Part-Time faculty, but are listed separately below.

b. Promotion For Part-Time Faculty

i. Part-Time Changes in Status:

1. For **Visitor to Adjunct, the applicant normally must:**

- Have taught for four semesters (not necessarily continuously) and so may apply for a change in status to Adjunct at the beginning of the fifth semester of service (if successful, he or she would assume the new status in his/her seventh semester because the application process takes a full academic year, from September through May).
- Possess an advanced degree appropriate to the courses taught (including an M.A., M.F.A., “A.B.D.” [having completed all requirements for a Ph.D., except the dissertation], Ph.D.), OR the equivalent in scholarly, creative, and/or professional accomplishments.
- Provide evidence of excellent teaching. The candidate should submit at least three peer observations from at least two different semesters at the time of application. The CART chair will arrange to upload student evaluations to the applicant’s case, and CART will review a representative sampling of student evaluations, considering them within the broader context of other teaching materials in the dossier, especially peer observations. Other evidence of excellent teaching should include course syllabi; in addition, applicants may choose to provide other evidence of teaching such as assignments, and/or a sampling of student work, and/or a teaching philosophy, though none of these are necessary.
- Provide evidence of scholarly, creative and/or professional engagement and accomplishments (e.g., publications, performances, conference or seminar participation, editorial work, readings, recordings.)

2. For **Adjunct to Adjunct with CCE**:

According to the CBA:

28.5 ...subject to the Provisions of Article 16, part-time faculty who hold adjunct titles and who have served a total of ten semesters as an adjunct and have been appointed for an eleventh semester or more, beginning with the fall semester of 1972 shall be deemed to be professionally competent and shall be given a Certificate of Continuous Employment.”

In HMS, this is interpreted to mean that Adjuncts may apply for CCE at the beginning of their ninth semester as an Adjunct (if successful, he or she would assume the new status in his/her eleventh semester because the application process takes a full academic year, from September through May), in addition to fulfilling the following criteria established by the Department:

The candidate must fulfill all of the criteria already established for change in status from Visitor to Adjunct (see 3.b.i.1), in addition to the following:

- The candidate must provide evidence of excellent teaching. The candidate should submit at least three peer observations from different semesters as an Adjunct at the time of application. The CART chair will arrange to upload the student evaluations to the applicant’s case, and CART will review a representative sampling of student evaluations, which will be considered within the broader context of other teaching materials in the dossier, especially peer observations. Other evidence of excellent teaching may include course syllabi; new courses developed; contributions to new majors, minors, and programs; assignments; a sampling of student work; and/or a teaching philosophy.
- The candidate must exhibit the ability to teach a range of courses, or (because the department values the stability of the core curriculum and the crucial contribution of Adjunct faculty who teach it) a range of approaches to the same core course (e.g. different syllabi for the same core course).
- The candidate should have performed some service to the department, school, and/or Institute. Service may include participation in department, school, or Institute committees; advisement of student theses; advisement of student groups; organization of or participation in presentations, readings, performances, conferences, or symposia; participation in student reviews and critiques; promotion of the department on social media; webwork for the department; doing peer observations; service to the faculty union; serving on the Academic Senate or the Board of Trustees, and so on.

- The candidate should provide evidence of ongoing engagement in his or her scholarly, creative, or professional field that is recognized by members of that field.
- Per Article 16.3 of the CBA (see page 3 of this document), in all cases of application for the Certificate of Continuous Employment (CCE), no fewer than three (3) external review letters shall be attached to the applicant's dossier before CART 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 CART chair will request a list of external reviewers from the applicant. The letters shall be solicited and gathered by the SLAS Dean, in consultation with the Department Chair and the Peer Review Committee regarding suitable potential reviewers.

The reviewer will be assured that letters will be kept strictly confidential unless the reviewer includes in the letter an explicit waiver of confidentiality. Reviewers may not be:

- family members
- current or former spouse/partner
- friend not in the candidate's field (so a letter entirely based on a personal relationship)
- thesis/dissertation supervisor; former teacher, mentor, close collaborator, or research partner (so a letter from someone with formal ties to the applicant)
- Applicants may also solicit additional letters of support addressing any aspect of the candidate's teaching, service, or professional work, but these are not required.

ii. Part-Time Rank:

1. The rank of Assistant Professor is reserved for a faculty member who has an advanced degree in his or her field (M.A., M.F.A., "A.B.D." [having completed all requirements for a Ph.D., except the dissertation], Ph.D.), OR the equivalent in scholarship and/or other professional accomplishments.
2. The rank of Associate Professor possesses all of the qualifications of an Assistant Professor, in addition to:

- Teaching experience that demonstrates his/her continued excellence in pedagogy. Evidence of excellent teaching may include peer observations; course syllabi; new courses developed; contributions to new majors, minors, and programs; assignments; a sampling of student work; and/or a teaching philosophy.
- For Full-Time faculty, demonstrable service to his/her department, and school, and/or institute. For Part-Time faculty, service is not required, but if the candidate does service for the department, school, or Institute, this shall be taken into consideration in the weighing of the application.

Service may include participation in department, school, or Institute committees; student advisement of theses; advisement of student groups; organization of presentations, readings, performances, conferences, or symposia; participation in student reviews and critiques; promotion of the department on social media; webwork for the department; doing peer observations; service to the Faculty Union; serving on the Academic Senate or the Board of Trustees.

- Ongoing professional engagement in her/his field as demonstrated through publications in reputable journals/presses, performances/exhibitions in venues recognized by leaders in the field, and/or engagement with other intellectual venues that acknowledge the faculty member as a significant contributor to her/his field.

3. The rank of Full Professor possesses all of the qualifications of an Associate Professor, in addition to:

- Compelling and clear evidence that the faculty member has contributed substantially to his/her field as evident through a portfolio of work recognized by leaders in her/his field.
- Recognition by leaders in her/his field shall be demonstrated by inclusion of evaluation letters written by external reviewers. No fewer than three (3) such letters shall be attached to the applicant's dossier before CART begins its review. The CART chair will request a list of external reviewers from the 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.

The reviewer will be assured that letters will be kept strictly confidential unless the reviewer includes in the letter an explicit waiver of confidentiality.

Reviewers may not be:

- family members
- current or former spouse/partner Ph.D
- friend not in the candidate's field (so a letter entirely based on a personal relationship)
- thesis/dissertation supervisor; former teacher, mentor, close collaborator, or research partner (so a letter from someone with formal ties to the applicant)
- Applicants may also solicit additional letters of support addressing any aspect of the candidate's teaching, service, or professional work, but these are not required.

c. Promotion For Full-Time Faculty

i. Full-Time changes in Status:

1. According to the CBA, Article 16.6, the tenure track follows this schedule:

- 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 Spring semester or trimester (or end of the Fall semester if the member begins mid-year);
- following the first-year, appointments shall normally be for periods of two years;
- faculty will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year.

The Institute's right to terminate a full-time faculty member in his/her first year shall be absolute, shall prevail over any apparently inconsistent provision of this Agreement, and shall not be grievable or arbitrable.

See Article 28 of the CBA for more guidance on tenure timeline.

2. The first-year faculty member should request, during his or her second semester, that CART coordinate a peer observation. Additionally, the first-year faculty member may submit a letter to the Chair and Dean concerning teaching, service, and other accomplishments. This is optional but recommended as it allows the faculty member to begin to establish a written record looking ahead to the third-year review.

3. To be granted reappointment and tenure, the candidate must demonstrate the following:

- a. Possession of an advanced degree appropriate to the candidate's field, including an M.A., M.F.A., or Ph.D. OR the equivalent in scholarly, creative, and/or professional

accomplishments.

b. A sustained record of excellent teaching throughout the tenure track, as evidenced by peer observations, student evaluations and syllabi. The candidate should submit at least one peer observation per year at the time of application, and should ensure that student evaluations are on file with the Chair of the Department for review by CART. CART will look at a representative sampling of student evaluations, which will be reviewed in the broader context of other teaching materials in the dossier, especially peer observations. Other evidence of excellent teaching may include new courses developed; contributions to new majors, minors, and programs; assignments; a sampling of student work; and/or a teaching philosophy.

c. A record of service to the department, school, and Institute. Service may include participation in department, school, or Institute committees; advisement of student theses; advisement of student groups; organization of or participation in presentations, readings, performances, conferences, or symposia; participation in student reviews and critiques; promotion of the department on social media; webwork for the department; doing peer observations; service to the faculty union; serving on the Academic Senate or the Board of Trustees.

d. Additionally, for tenure, candidates must demonstrate ongoing professional engagement and accomplishment.

ii. Full-Time Rank:

1. The rank of Assistant Professor is reserved for a faculty member who has an advanced degree in his or her field (M.A., M.F.A., “A.B.D.” [having completed all requirements for a Ph.D., except the dissertation], Ph.D.), OR the equivalent in scholarship and/or other professional accomplishments.
2. The rank of Associate Professor possesses all of the qualifications of an Assistant Professor, in addition to:
 - Teaching experience that demonstrates his/her continued excellence in pedagogy. Evidence of excellent teaching may include peer observations; course syllabi; new courses developed; contributions to new majors, minors, and programs; assignments; a sampling of student work; and/or a teaching philosophy.
 - For Full-Time faculty, demonstrable service to his/her department, and school, and/or institute. For part-time faculty, service is not required, but if the candidate does service for the department, school, or Institute, this shall be taken into consideration in the weighing of the application.

Service may include participation in department, school, or Institute committees; student advisement of theses; advisement of student groups; organization of presentations, readings, performances, conferences, or symposia; participation in student reviews and critiques; promotion of the department on social media; webwork for the department; doing peer observations; service to the Faculty Union; serving on the Academic Senate or the Board of Trustees.

- Ongoing professional engagement in her/his field as demonstrated through publications in reputable journals/presses, performances/exhibitions in venues recognized by leaders in the field, and/or engagement with other intellectual venues that acknowledge the faculty member as a significant contributor to her/his field.

3. The rank of Full Professor possesses all of the qualifications of an Associate Professor, in addition to:

- Compelling and clear evidence that the faculty member has contributed substantially to his/her field as evident through a portfolio of work recognized by leaders in her/his field.
- Recognition by leaders in her/his field shall be demonstrated by inclusion of evaluation letters written by external reviewers. No fewer than three (3) such letters shall be attached to the applicant's dossier before CART begins its review. The CART chair will request a list of external reviewers from the 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.
- The reviewer will be assured that letters will be kept strictly confidential unless the reviewer includes in the letter an explicit waiver of confidentiality.
- Reviewers may not be:
 - family members
 - current or former spouse/partner
 - friend not in the candidate's field (so a letter entirely based on a personal relationship)
 - thesis/dissertation supervisor; former teacher, mentor, close collaborator, or research partner (so a letter from someone with formal ties to the applicant)

- Applicants may also solicit additional letters of support addressing any aspect of the candidate’s teaching, service, or professional work, but these are not required.

4. ASSEMBLING AN APPLICATION FOR PROMOTION

a. Timeline for Submitting and Reviewing Applications

Each May, the chair of CART will request by email that faculty planning to apply for a change of status and/or promotion in rank notify the CART chair of their intention to apply during the following academic year.

Per Article 16.3 of the CBA (see above), and per CART’s discretion, the CART chair will notify any faculty who are applying for the 2 changes in status and the 1 change in rank listed below of the summer deadline by which they need to provide the CART chair with a list of 6 potential external reviewers for their applications. The CART chair may also ask for information to enable CART, the Department Chair, and the SLAS Dean to select an appropriate third reviewer, in accordance with 16.3. The SLAS Dean is charged with communicating with potential reviewers.

- Change of status from Adjunct to Adjunct w/CCE
- Change of status from Full-Time Tenure Track to Full-Time w/Tenure
- Change in rank from Associate to Full Professor

Early in the Fall semester, the CART chair will provide all applicants with a calendar of relevant events and deadlines. In early September, the CART chair will open a “case” for each applicant on Interfolio, the platform that Pratt uses to manage applications and recommendations.

Applicants for the 3 faculty actions listed above will usually have a deadline in early October to complete their applications, while all other faculty will usually have deadlines in mid-October.

The purpose of the earlier deadline for CCE, Tenure, and Full Professor applicants is to provide external reviewers with ample time to review these applications and write their evaluations (usually due in mid-November) so that CART can consider them in the context of its review of applications. The CART chair will share applications directly with external reviewers.

In October, the CART chair will also arrange to have student course evaluations uploaded to the Interfolio cases of each applicant. While faculty applicants are *not* responsible for

providing student course evaluations, they are responsible for uploading peer observations, if required for the change of status/promotion in question.

CART will typically review applications and submit its recommendations to the Department Chair between mid-November and mid-December. The Department Chair typically completes their recommendations in January, followed by the SLAS Dean in March, the Provost in April, and the Board of Trustees—which is empowered to make the final determination--in May. Applicants will receive copies of all recommendations and will have the opportunity per CBA 16.4 to append and affix their comments to these recommendations.

b. What to include in your application

Carefully review the criteria for the change in rank and/or status for which you want to apply. Faculty may apply for changes in rank and status simultaneously, in the same application.

Then, assemble an organized dossier that includes:

1. Cover letter, specifying what change in rank and/or status you are applying for, and explaining how you meet those criteria
2. Current CV
3. Evidence of your teaching, service, professional activities, and accomplishments, as specified within the applicable criteria

Note that the dossier must contain evidence of any accomplishment on which your claim for promotion or status change is based (with the exception of service, which should be listed on the CV, but which otherwise typically goes undocumented unless by peer testimony).

For professional accomplishments, evidence includes: copies of published and presented work, manuscripts of works-in-progress, event programs for presentations (when available), reviews, and so on.

For teaching evidence, this includes: syllabi, peer observation letters, student evaluations, and so on.

CART will look at a representative sampling of student evaluations, which will be reviewed in the broader context of other teaching materials in the dossier, especially peer observations.

When including syllabi, it is advisable to review the Provost's Guidelines for what should be included in a syllabus, found here: <https://www.pratt.edu/policies/curriculum-development-and-revision/>.

Failure to provide these materials will result in your application being discounted.

The Pratt Faculty Handbook also contains useful guidance concerning the kinds of supporting materials that may be submitted with your application.

Prior to the application deadline, you can consult with members of CART if you have any further questions about assembling your application.

5. PEER OBSERVATION PROTOCOL

a. What is a “peer observation”?

A “peer observation” involves one faculty member attending and observing the class of another faculty member. The observer subsequently writes a report concerning the class they observed.

b. Why should I seek out peer observations, and why should I perform peer observations?

Peer observation reports are essential evidence that testify to a faculty member's teaching abilities. They are required for many faculty actions (promotions in rank or changes in status), as specified in this document.

In order for this process to work smoothly, it is essential that faculty members be willing to observe their peers. Performing peer observations is considered essential service to CART and to the department, as well as an act of professional graciousness and collegiality. If a faculty member or the peer observation coordinator asks you to perform a peer observation, please make every effort to do so if at all possible. At the same time, faculty members are not expected to do more than 1-2 observations per year.

c. How do I set up a peer observation?

It is the responsibility of the individual faculty member to be aware of the criteria for the faculty actions for which they are eligible to apply and the number of peer observations that are required for those faculty actions. The criteria for some faculty actions require that peer observations be done in different semesters, to establish a record of excellent teaching across time, and so obtaining the requisite number of faculty actions requires planning.

If you need to set up a peer observation, you may arrange it on your own without the assistance of CART. It is recommended that you ask faculty who are of higher rank and/or status to do your observation. If you need assistance setting up a peer observation, please contact CART.

d. How do I perform a peer observation?

The observation should be set up in such a way as to agreeably accommodate the schedules of both observer and observee, and to allow the observee reasonable flexibility in determining the class to be observed. Toward this end, both observer and observee should respond to communications about the observation as promptly as possible.

The observer shall be present for the entirety of the class being observed, and shall not intrude in any way into the instructor's management of the class.

The observation should be followed by an observer/observee conference to discuss the observation. This conference should take place reasonably soon after the observation itself, preferably within a week or two. While the conference should be used to discuss the content of the observation report, matters discussed therein may be included in the final version of the report.

e. What goes in the observation report?

It is suggested that the observation report include (but not be limited to) the observer's assessment of the following aspects of the observed class:

- The teacher's knowledge of the subject
- The teacher's preparedness for class
- The teacher's method of presentation
- The teacher's clarity of presentation
- The teacher's respect for his/her students
- The nature and degree of student response to the lesson, appropriate to the format of the presentation as well as to the nature of the course itself
- The lesson's relevance to the larger aims of the course
- The mood of the class

As suggested above, the final report may also include the observee's responses to critiques made in the initial report and discussed in conference.

f. How and to whom do I submit the observation report?

The observer should email copies of the final observation report to the observee and to the CART chair in a timely manner, preferably within two weeks of the observation, and no later than one week before the end of the term.

The CART chair will keep a copy of the observation report in the CART files.

The observee should keep a copy of the report in their own files. When applying for faculty action, the observee is responsible for uploading peer observation reports to their own application in Interfolio.

After reading this guide, if you have any remaining questions or concerns about what should be included in your application, or when you should apply, you are encouraged to consult with a member of the current CART.