

**Pratt Institute, School of Information  
Peer Review Committee (“PRC”) Guidelines  
For Appointment, Reappointment, Promotion, and Tenure  
Revised 11-10-2022**

<b>1. Pratt School of Information Overview</b>	<b>3</b>
<b>2. Composition of Committee</b>	<b>3</b>
<b>3. Full-Time Faculty</b>	<b>3</b>
a. Appointment	3
b. Reappointment	4
c. Promotion in Academic Rank	5
i. Promotion to Associate Professor	5
ii. Promotion to Professor	5
iii. Emeritus Status	6
d. Tenure	6
<b>4. Part-Time Faculty</b>	<b>7</b>
a. Appointment	7
b. Change in Status to Adjunct	7
c. Promotion in Academic Rank	8
i. Promotion to Associate Professor	8
ii. Promotion to Professor	8
iii. Emeritus Status	8
d. Tenure	9
<b>5. Academic Actions Calendar</b>	<b>10</b>
<b>6. Data Collection</b>	<b>10</b>

## **1. Pratt School of Information Overview**

Pratt Institute School of Information (SI) offers the oldest Information program in North America, educating students since 1890. An excellent educational background and strong professional performance are key attributes for the faculty. Teaching, research, and service in the field of Information are among the activities of major importance for faculty performance.

Pratt SI offers education at the Master's level only, and a majority of classes are taught in person.

The teaching load of all full-time faculty members is nine credits consisting of three classes a semester for the Fall and Spring semesters (CBA XX.2d).

## **2. Composition of Committee**

The Pratt SI Peer Review Committee (PRC) operates as a committee-of-the-whole. All full time tenured and tenure-track faculty are eligible to serve on the committee. The PRC shall be reconstituted annually by the faculty in order to carry out the evaluations. Committee members are limited to those who have taught at least one credit-bearing course within the School during the past two consecutive academic years. Newly hired eligible members can join at the beginning of the fall semester. At the last meeting of each academic year, the committee will elect a chair for the upcoming academic year.

The role of the chair carries no privileges. The chair facilitates personnel actions and manages electronic documents on behalf of the committee. The chair can request the assistance of other PRC members to fulfill tasks as needed. Uncontested candidates for the role of chair are automatically selected. In the case of more than one candidate for chair, selection will be made by secret ballot.

All personal actions require a simple majority. A tie will be regarded as a negative recommendation.

## **3. Full-Time Faculty**

### **a. Appointment**

Members of the PRC will form a search committee of no fewer than three members for a search of new full-time faculty. All candidates for full-time tenure-track positions must hold a PhD (or equivalent) degree. The search committee will make recommendations to the Dean regarding candidates for full-time positions.

## **b. Reappointment**

Pratt Institute evaluates non-tenured members of the full-time faculty in their third and fifth year for the purpose of reappointment for an additional two-year period. The criteria for evaluation, as determined by the SI faculty, are the following:

- Effective teaching
- Activities relating to research and scholarship
- Service to Pratt Institute and the professional community

Non-tenured faculty members shall compile information that presents their background and activity for the evaluation period. Applicants should share how aspects of diversity, equity, and inclusion are addressed in their work.

Submitted materials include, but are not limited, to the following:

- An up-to-date curriculum vitae
- Personal statements regarding teaching and scholarly activities
- Copies of course syllabi
- Evidence of teaching effectiveness
- Evidence of scholarly, professional, and/or creative activity
- Evidence of service to Pratt Institute and the professional community

Typically faculty publications include articles in peer-reviewed journals, monographs or contributed chapters in books, individually or jointly authored, and may be supplemented with other forms of scholarly and professional expression, in the field of information, or in related fields. There should be evidence of persistent scholarly activity.

The candidate's packet should include materials since the last appointment or promotion, with the exception of tenure. Specifically, candidates applying in the third year for reappointment will be reviewed for activity since appointment; candidates applying in the fifth year for reappointment will be reviewed for evidence of activity since third year reappointment; candidates applying for reappointment with promotion in rank to full professor will be reviewed for evidence of activity since tenure; candidates applying for reappointment with tenure will be reviewed on selected evidence since their initial appointment at SI.

Following the steps described in Article XVI.3 of the Collective Bargaining Agreement (CBA<sup>1</sup>), upon completing its review, the PRC shall forward its recommendation directly to the affected faculty member who may make a written response, which will become a part of the file to be

---

<sup>1</sup> CBA: Collective bargaining agreement 2016–2021, Pratt Faculty Union.  
<http://www.pratt-union.org/documents/contract/>

forwarded to the Dean. The Dean's evaluation is sent to the Provost with a copy to the faculty member, who may make a written response. The Provost's evaluation is forwarded to the President for action by the Board of Trustees.

The criteria for Pratt SI faculty reappointment are based on this document, the Collective Bargaining Agreement between the Faculty and Pratt Institute, (see Article XVI of the Contract), and the established practices within the professional community. In addition, other documents are contributory, including the following: Pratt Institute Faculty Handbook<sup>2</sup>, and the ALA Guidelines, Standard 3, "The Faculty"<sup>3</sup>.

### **c. Promotion in Academic Rank**

#### **i. Promotion to Associate Professor**

Requests for promotion to Associate Professor will be reviewed by the PRC and will be based on evidence of effective teaching, publications and other activities relating to research and inquiry, and service to Pratt Institute and the professional community. Applicants should share how aspects of diversity, equity, and inclusion are addressed in their work. Typically tenure-track faculty at SI apply for promotion in academic rank from Assistant to Associate professor in conjunction with their fifth-year reappointment or anytime afterwards.

#### **ii. Promotion to Professor**

Review of requests for promotion to Professor will be done by the PRC and by two external reviewers, whose education and rank are equal or above that of the applicant. Candidates for promotion to Professor must demonstrate cumulative and ongoing accomplishments in teaching, scholarship and service. Applicants should share how aspects of diversity, equity, and inclusion are addressed in their work. External reviewers are selected from a list of three applicant-supplied individuals who are not co-workers or frequent collaborators. The PRC reserves the right to solicit evaluations from reviewers not on the applicant's list. Copies of the letters from external reviewers are delivered to the applicant immediately following the committee meeting where the letters are discussed. The committee reserves the right to use one or more letters (or not) in its evaluation of the applicant and forward them along (or not) with the applicant's packet to the Dean. Typically full time tenured faculty members apply for promotion to the rank of Professor in the third year following their tenure appointment or anytime afterwards.

---

<sup>2</sup> Pratt Institute Faculty Handbook, 2020 <https://prattsenate.org/faculty-handbook/> or <https://www.pratt.edu/policies/faculty-handbook/>

<sup>3</sup> ALA 2015 standards for accreditation <http://www.ala.org/educationcareers/accreditedprograms/standards>

### **iii. Emeritus Status**

Emeritus status is an honor that recognizes a retired faculty member's contributions in teaching, scholarship, and/or service throughout their career. Full-time faculty members who held tenure at the time of their retirement, and are in good standing, are eligible for emeritus status in the year after their retirement or any time after. The PRC may recommend candidates for emeritus status and forward the recommendation to the Dean.

### **d. Tenure**

The strength and vitality of an educational institution depends upon a faculty and students who are free to inquire, to study and to evaluate, and to gain new maturity and understanding as consistent with the protection of academic freedom.

Tenure in a full-time professorial title conveys the right of a faculty member to hold their position until retirement during efficient and competent service, and not to be removed or suspended except for cause (see Article XXIX.2 of the CBA).

Full-time faculty members are subject to peer evaluation for reappointment at their third and fifth years, with reappointment in the eighth year with tenure or with a terminal one-year contract. Under certain conditions, this probationary period may be reduced for prior service (see Article XXIX.4 of the CBA).

The responsibility for compiling the materials for tenure evaluation rests with the individual faculty member. The criteria include effective teaching, activities relating to research and scholarship, and service to Pratt Institute and the professional community.

Items submitted for review include but are not limited to the following: a letter of intent, an up-to-date curriculum vita, copies of course syllabi, publications and other scholarly or creative materials, examples of work with students and colleagues, and professional activity.

Typically faculty publications include peer-reviewed journal articles, monographs or contributed chapters in books, individually or jointly authored, and may be supplemented with other forms of scholarly and professional expression, such as conference presentations, in the field of information, or in related fields. There should be evidence of persistent scholarly activity, which is expected to continue throughout active service as a member of the faculty.

As part of the PRC's review, tenure actions require evaluation by three external reviewers whose education and rank are equal or above that of the applicant. These external reviewers are selected from a list of four applicant-supplied individuals who are not co-workers or frequent collaborators. The PRC reserves the right to solicit evaluations from reviewers not on the applicant's list. Copies of the letters from external reviewers are delivered to the applicant immediately following the committee meeting where the letters are discussed. The committee

reserves the right to use one or more letters (or not) in its evaluation of the applicant and forward them along (or not) with the applicant's packet to the Dean.

Faculty members should demonstrate the commitment and flexibility to evolve with the changing goals and objectives of the School, over a period of time. Mentorship and peer review are methods that may be employed to encourage and develop the talents of the continuing faculty.

Procedures of academic due process are the responsibility of the Institute. Tenure is granted by the Board of Trustees of the Institute following the recommendation by the President, and the academic review process initiated in the School of Information.

#### **4. Part-Time Faculty**

##### **a. Appointment**

Part-time faculty members must hold a Master's degree for at least two years, and must have current and significant professional experience in their area of teaching; teaching experience is desired. All part-time faculty will be appointed at the rank of Visiting Assistant Professor unless reviewed for a higher rank by the PRC, which will make a recommendation to the Dean regarding the rank.

##### **b Change in Status to Adjunct**

Requests from visiting faculty members for a change in status to adjunct faculty will be reviewed by the PRC and will be based on evidence of effective teaching, areas of expertise mapping to multiple areas of curriculum at SI, as well as scholarly and/or professional activity, and continued commitment to Pratt Institute. Applicants should share how aspects of diversity, equity, and inclusion are addressed in their work. Evidence of commitment may include school or Institute committee membership, attendance at SI meetings and events, professional collaboration with SI faculty and students, significant curriculum development, and other forms of service. Visiting faculty may apply for a change in status to adjunct after completing four semesters of teaching<sup>4</sup>.

---

<sup>4</sup> Requests should be made in the Fall of the academic year within which they meet the requirement of teaching their 4<sup>th</sup> semester.

## **c. Promotion in Academic Rank**

### **i. Promotion to Associate Professor**

Requests from part-time faculty for promotion to Associate Professor will be reviewed by the PRC and will be based on evidence of effective teaching and professional activity, including contributions to the field such leadership roles in professional associations, conference presentations, publications, and consulting work. Applicants should share how aspects of diversity, equity, and inclusion are addressed in their work.

Applicants shall compile information that presents their background and their activity for the evaluation period including but not limited to the following:

- An up-to-date curriculum vitae
- Personal statement addressing their teaching and professional activity
- Copies of course syllabi
- Evidence of teaching effectiveness
- Evidence of scholarly, professional, and/or creative activity
- Evidence of service to Pratt Institute and the professional community

Part-time faculty at SI can apply for promotion in academic rank from Assistant to Associate professor after completing five years of teaching at least one course per year.

### **ii. Promotion to Professor**

Review of requests for promotion to Professor will be done by the PRC and by two external reviewers, whose education and rank are equal or above that of the applicant. Candidates for promotion to Professor must demonstrate cumulative and ongoing accomplishments in teaching, scholarship or service. Applicants should share how aspects of diversity, equity, and inclusion are addressed in their work. External reviewers are selected from a list of three applicant-supplied individuals who are not co-workers or frequent collaborators. The PRC reserves the right to solicit evaluations from reviewers not on the applicant's list. Copies of the letters from external reviewers are delivered to the applicant immediately following the committee meeting where the letters are discussed. The committee reserves the right to use one or more letters (or not) in its evaluation of the applicant and forward them along (or not) with the applicant's packet to the Dean. Part-time faculty members can apply for promotion to the rank of Professor in the fifth year following their promotion to Visiting Associate Professor, having taught at least one course per academic year.

### **iii. Emeritus Status**

Emeritus status is an honor that recognizes a retired faculty member's contributions in

teaching, scholarship, and/or service throughout their academic career. Adjunct faculty members who held CCE at the time of their retirement, and are in good standing, are eligible for emeritus status in the year after their retirement or anytime after. The PRC may recommend candidates for emeritus status and forward the recommendation to the Dean.

#### **d. Tenure**

The strength and vitality of an educational institution depends upon a faculty and students who are free to inquire, to study and to evaluate, and to gain new maturity and understanding as consistent with the protection of academic freedom.

A Certificate of Continuous Employment (CCE) in an adjunct title conveys the right of a faculty member to hold their position until retirement during efficient and competent service, and not to be removed or suspended except for cause (see Article XXIX.2 of the CBA).

Part-time faculty members, prior to completing ten semesters as adjuncts, may decide to apply for CCE or be appointed as visiting faculty following their tenth semester (see Article XXIII.1 of the CBA).<sup>5</sup>

The responsibility for compiling the materials for tenure evaluation rests with the individual faculty member. The criteria include effective teaching, activities relating to research and scholarship, and service to Pratt Institute and the professional community. Applicants should share how aspects of diversity, equity, and inclusion are addressed in their work.

Items submitted for review include but are not limited to the following: a letter of intent, an up-to-date curriculum vita, copies of course syllabi, publications and other scholarly or creative materials, examples of work with students and colleagues, and professional activity.

Typically faculty publications include peer-reviewed journal articles, monographs or contributed chapters in books, individually or jointly authored, and may be supplemented with other forms of scholarly and professional expression, such as conference presentations, in the field of information, or in related fields. There should be evidence of persistent scholarly activity, which is expected to continue throughout active service as a member of the faculty.

As part of the PRC's review, tenure actions require evaluation by three external reviewers who are recognized authorities from outside the Institute who have the background and expertise to assess the applicant's work. These external reviewers are selected from a list of four applicant-supplied individuals who are not co-workers or frequent collaborators. The PRC reserves the right to solicit evaluations from reviewers not on the applicant's list. Copies of the letters from external reviewers are delivered to the applicant immediately following the

---

<sup>5</sup> Requests should be made in the Fall of the academic year within which they meet the requirement of teaching their 10<sup>th</sup> semester.

committee meeting where the letters are discussed. The committee reserves the right to use one or more letters (or not) in its evaluation of the applicant and forward them along (or not) with the applicant's packet to the Dean.

Faculty members should demonstrate the commitment and flexibility to evolve with the changing goals and objectives of the School, over a period of time. Mentorship and peer review are methods that may be employed to encourage and develop the talents of the continuing faculty.

Procedures of academic due process are the responsibility of the Institute. Tenure is granted by the Board of Trustees of the Institute following the recommendation by the President, and the academic review process initiated in the School of Information.

## **5. Academic Actions Calendar**

The following is a general guide to the annual academic calendar:

Faculty Applicant to PRC	Late September
PRC to Dean	Early December
Dean to Provost	Mid-January
Provost to Board of Directors	Mid-April
Board of Directors to Provost	Early May
Provost to Faculty Applicant	Prior to last day of semester

## **6. Data Collection**

The SI PRC will anonymously collect data annually from all full-time faculty members about their scholarly activities as part of the School's assessment process. The chair will report aggregate statistics to the Dean.

Approved and voted on by the Pratt SI PRC Committee on December 2, 2022.