

Film/Video Peer Review Committee Guidelines 2023

The Film/Video Peer Review Committee (PRC) is the first review step in a multi-tiered review process. Faculty applications are reviewed by the PRC and recommendations are made to the Department Chair. This is a year-long process and applications are reviewed and then moved from the PRC to Dept. Chair, Chair to Dean, Dean to Provost, and Provost to Board of Trustees for the final approval.

ABOUT THE COMMITTEE

- The committee is generally made up of 3-5 people including the committee chair, who is selected by the members.
- Members generally serve for two consecutive years.
- Since this is unpaid service, at least 1 or 2 full-time or CCE faculty members should be on the committee.
- Members can serve in a year in which they are applying but should recuse themselves early in the fall semester. Elections, if needed, will be called by the committee Chair.
- To serve on the Peer Review Committee, one must either teach Full-Time, have Adjunct Status or have taught as a Visiting Instructor for six semesters.
- Deliberations of the Peer Review Committee are confidential.

APPLICATION PROCESS: This committee meets annually in the Fall semester. Before applying, we encourage faculty to first write to Emerita Professor Jacki Ochs (jochs@pratt.edu) with questions about the process. She is available for consultation. At Pratt, Status titles are:

Visiting

- Part-time teaching, limited to 50% of full-time workload at the discretion of the Administration.

Adjunct

- Part-time teaching, limited to 75% of a full-time workload.
- A minimum of 50% of full-time workload is required.
- Adjunct Faculty may elect to purchase health coverage offered by the Administration.

Adjunct with Certificate of Continuous Employment (CCE or Adjunct tenure status)

- “*Every effort*” is made to provide the CCE with “(3/4) of a full-time workload” CBA 23.3(a). In addition to full tenure protections, benefits include tuition remission, retirement/pension plan and health coverage.

Full-Time Reappointment [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 to one year of full-time service at Pratt Institute for purposes of eligibility for tenure to a maximum of two years full-time service at Pratt” [CBA 30.4].

- Benefits include tuition remission, tuition exchange, retirement/pension plan, and health coverage.

Full-Time [tenured]

- 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 30.4].
- 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 status is referred to as a “**change in status**”

Full-Time [non-tenured]

- Full-time faculty not on a tenure track are not reviewed by the PRC.

There are two kinds of faculty appointments: Rank and Status.

Rank is a title of academic (instructional) level. These are: Instructor, Assistant Professor, Associate Professor and Professor Promotions in rank enhance academic credentials. Those with no prior teaching experience or rank are most often initially appointed at the rank of Instructor. Those with prior academic appointments are initially appointed at the same rank they last held. Additional distinctions between ranks are specified in the [Collective Bargaining Agreement](#).

Status is a title of employment (institutional) level. These are: Visiting and Adjunct (part-time), and Full-time. Status also includes Tenure and CCE (Certificate of Continuous Employment). Changes in status increase teaching load limits and enhance employment benefits. Refer to the Pratt Union Contract for details.

An upgrade in rank is a ‘promotion’ An upgrade in status is a ‘change of status’

Peer Review Committee: The Peer Review Committee (PRC) offers the following Standards and Procedures with the intention of assisting Film/Video Faculty in applying for Change in Rank-Promotion, Change in Status, Certificates of Continuous Employment (CCE), Full-Time Reappointments and/or Tenures on order to assemble the strongest possible application and setting standards of review

STANDARDS & PROCEDURES

- Simultaneous applications for Promotion and Change in Status are permitted.

- Faculty are encouraged to review the current [Collective Bargaining Agreement](#).
- Questions should be addressed to the Chair of the Peer Review Committee before completing the application. But before applying, we encourage faculty to first write to Emerita Professor Jacki Ochs (jochs@pratt.edu) with questions about the process.
- The PRC Chair will communicate the application deadline to faculty in accordance with the Faculty Action Calendar distributed by the Provost's Office.
- Faculty will receive adequate notice via email of Intent to Apply and Application Deadline along with the most current Standards and Guidelines.
- Faculty need to organize their own Peer Classroom Observations to be included in the application.
- Applications are submitted through Interfolio.
- All deadlines are adhered to so late or incomplete applications may not be reviewed. Applications missing any required materials are considered incomplete. The applicant needs to carefully review the standards to submit a complete application.

CRITERIA FOR PROMOTION

For Promotion to Assistant Professor: Must have 3-5 years of excellence in teaching at the Instructor level and should have a terminal degree. May apply in the beginning of the 3rd year of their current rank. Must have a record of professional accomplishments, including an active or promising exhibition record. Should demonstrate some service to the Department. Visiting Instructors should generally first apply for a change in status to Visiting Assistant Professor before applying for a change of rank to Adjunct Assistant Professor.

For Promotion to Associate Professor: Must have 4-6 years of excellence in teaching at the Assistant Professor level. May apply in the beginning of the 4th year of their current rank. Must have a substantial professional record that indicates the applicant is on track to becoming a recognized and influential leader in their field of expertise. Should have a growing record of service to the Department.

For Promotion to Professor: Must have 4-6 years of excellence in teaching at the Associate Professor level. May apply in the beginning of the 4th year of their current rank. Must have a substantial, professional CV that establishes clear and recognized excellence as well as leadership in their field of expertise. Should have a significant record of service to the Department and Institute.

CRITERIA FOR CHANGE IN STATUS

Initial faculty appointments are made at the Visiting, Adjunct or Full-Time Status, at the discretion of the Department Chair and with the approval of the appropriate administrators. Once employed, a faculty member may request a Change in Status through the ARPT process. Candidates applying for Changes in Status should hold the minimum Rank of Assistant Professor.

From Visiting to Adjunct: Must have 6-10 semesters teaching as a Visitor. May apply in the beginning of the 5th semester of their current status. Should demonstrate an ability and willingness to fulfill the increased commitment in teaching (a minimum 50% of a Full-time workload) and service that an adjunct appointment carries. Should have a growing and promising record of achievement in their professional area(s) of expertise. Expected to demonstrate an active record of service to the institute.

Conferral of the Certificate of Continuous Employment (CCE): Must have served a minimum of 10 semesters teaching as an Adjunct; years as a Visitor do not apply. May apply at the beginning of their 9th semester. Must present evidence of maintaining a minimum 50% of a Full-time workload, which may include release time. Must show evidence of the ability to teach a diversity of courses within their Program or across the Department. Must demonstrate an outstanding level of achievement and commitment in their teaching and professional career. Expected leadership and service in the Department. Evaluation is based on excellence in Teaching, Research / Professional Practice and Service.

From Part-Time to Full-Time: All Full-time tenure-track appointments are subject to an open search process. Applications for Full-time appointments are NOT reviewed by the PRC.

Full-Time Reappointment or Tenure: Applications for Reappointment and Tenure are reviewed by the PRC. Must demonstrate their continuing excellence in teaching, research and professional career. Exceptional leadership and service in the Department. Expected to continue making significant contributions to the Department and fulfill an increased level of service to both the Department and Institute.

Applications for Reappointment are required to be submitted in the 5th semester and again in the 9th semester of the Full-time appointment process. For all academic actions (change of status, promotion, reappointment, and tenure), the committee considers the following three fields of accomplishment of the petitioning faculty:

TEACHING:

Broad teaching skills are typically favored over narrow ones. In the application materials, faculty should illustrate for the committee their range of teaching experience and skills, with particular emphasis on those most useful to the department. If not otherwise obvious, explain how Film/Video can benefit from those skills. It is suggested that applicants demonstrate the ability to teach at least two different courses to be considered for any academic action. Additionally, the committee should see these various skills reflected in the applicant's professional creative work. Applicants are reviewed equally by student work produced in the applicant's classes, ability to teach a range of courses, student evaluations and peer classroom evaluations.

Because our department depends on faculty with strong professional experience, there may arise a case where a faculty member has taught only one course for the required amount of years, has done so effectively, has maintained an active professional career, and has no desire to teach more than that single course.

PROFESSIONAL ACTIVITIES:

Applicants should be active contributors to their field, with a record of exhibitions, publications, screenings, commercial work, public lectures, panels, collaborations, jury participation, curation, residencies, grants, awards, workshops, reviews, catalogs and/or any other activity contributing to the discourse around film/video.

SERVICE:

Applicants should display a long-term commitment to the department and institution, including but not limited to participation in any extracurricular activities, committees, events, and reviews. Some examples of department service include: Committee service, Portfolio Day review, Inclusive Pedagogy participation, Review participation, Faculty meeting attendance. Examples of school/Institute service include: Trustee Committee, Academic Senate, extra-departmental survey panels, search committee, Institute-wide committees, School of Art committees, Union delegate or official.

EXTERNAL EVALUATION LETTER FOR TENURE APPLICATIONS

Tenure and CCE-Meeting requirements previously stated, significant service to the Institute, high level of achievement in teaching and professional accomplishments, and whose expertise is appropriate to the long range needs of the Department. Applicants also need to provide peer classroom evaluations of a current class as well as letters of recommendation from outside reviewers and former students.

DIVERSITY, EQUITY & INCLUSION

Applicants should be active contributors in expanding the level of diversity, equity and inclusion in their courses. The PRC acknowledges the bias that exists in higher education in advancement and hiring and is committed to correct that history.

Materials Required for Submission on Interfolio

- Letter of Intent
- PDF that includes links to creative work by the applicant and press material if available. Links can be public, private or password-protected
- PDF of links to 10-20 minutes of recent student work
- PDF of recent syllabus examples
- PDF of an updated CV that includes classes taught at Pratt and other schools as well as creative and professional work and an exhibition and publication record
- PDF list of recent service to the department or the school with dates
- Any letters of recommendation should be current and dated and emailed to the PRC Chair
- Peer Classroom Evaluation for *all CCE and tenure-track applicants*. Applicants are responsible for organizing their own required Peer Classroom evaluations. Peer Classroom Evaluations should be emailed directly to the PRC Chair.

For further information about changes of rank and status please refer to [The Collective Bargaining Agreement](#) between The United Federation of College Teachers, Local 1460, AFL-CIO and The Administration of Pratt Institute. The CBA covers all Pratt Faculty, irrespective of Union membership.