

## **The School Of Art and Creative Arts Therapy Department Guidelines For Faculty Appointments, Changes In Status, Promotions And Tenure**

(Developed by Pratt as a whole and the School of Art)

These guidelines are intended to assist School of Art faculty in applying for reappointments, changes in status, promotions and tenure. These guidelines are advisory only, and are not intended to replace or otherwise contravene any requirement of the current UFCT collective bargaining agreement. Faculty members are urged to review the current UFCT agreement and to consult with their departmental peer review committee before applying for reappointment, change in status, promotion and/or tenure.

### Definition and Terms

There are two key terms that apply to faculty appointments: Rank and Status

Rank indicates academic level.

At Pratt, the ranks are:

Instructor, Assistant Professor, Associate Professor, Professor

Normally, faculty with no prior teaching experience are appointed at the rank of Instructor. Subject to the approval of the Dean and Provost, faculty with prior college level experience may be appointed at the rank last held at their previous institution.

An upgrade in rank is referred to as a Promotion.

Status indicates employment level.

At Pratt, status titles include:

Visiting: Part-time; teaching load limited to 50% of Full-time

Adjunct: Part-time; teaching load limited to 75% of Full-time

Adjunct with CCE: Adjunct with Certificate of Continuing Employment

Full-time: 11 contact hours of Lecture or 12 contact hours of Studio.

Full-time Tenured: permanent appointment until retirement during efficient and competent service

Initial faculty appointments may be made at Visiting, Adjunct, or Full-time status, depending on the needs of the department and with the approval of the appropriate administrators.

An upgrade in status is referred to as a Change in Status.

Simultaneous applications for a Promotion in Rank and a Change of Status, may be permitted.

### Criteria for Promotions:

For Promotion to Assistant Professor - Normally three to five years of excellence in teaching at the Instructor level, the terminal degree or its equivalent, and an active record of professional accomplishments and service to the institution. In the case of a designer, professional accomplishment would mean active involvement in his/her profession as a designer. For an artist or craftsperson, professional accomplishment would require an active, or promising exhibition record. For the art historian, art educator or creative arts therapist, the professional record should include publications and other evidence of professional research. Scholarly faculty normally should hold the doctorate, appropriate terminal degree, or its equivalent.

For Promotion to Associate Professor - Normally four to six years of excellence in teaching at the Assistant Professor level, with a consistent record of service to the institution, and with definite signs in the

professional record that the artist, designer, craftsman, historian, educator or therapist is on the way to becoming a recognized leader in his/her field.

For Promotion to Professor - four to six years of excellence in teaching at the Associate Professor level, with a significant record of service to the institution, and with a professional resume that establishes clear and recognized leadership in the faculty member's field.

For Conferral of Tenure and the CCE - Tenure (full-time) or the CCE (Adjunct) may be conferred on those faculty members who have met the current probationary requirements and who demonstrate the highest level of achievement in their teaching and their professional field, have a significant record of service to the institution, and whose expertise is appropriate to the long-range needs of their Department, the School of Art, and Pratt Institute.

### Changes of Status

Initial faculty appointments may be made at Visiting, Adjunct or Full-Time status, depending on the needs of the department and with the approval of the appropriate administrators. Once employed, a faculty member may request a change in status through an application to their departmental Peer Committee. The following criteria are offered as a guide for continuing faculty who wish to seek a change in status:

From Visiting to Adjunct Status - It should be shown that the teaching skills and professional accomplishments of the faculty member are broad and appropriate to the present and long-range needs of the Department and the School of Art and Design. The faculty member also should demonstrate a willingness to fulfill the increased commitment in teaching and service, which an Adjunct appointment may carry.

From Part-time to Full-time - It must be shown that the teaching skills and professional accomplishments of the faculty member are of a level appropriate to the present and long-range needs of the Department, the School of Art and Design, and Pratt Institute. The Department also must justify the need for an increase in the number of Full-time faculty, and demonstrate how the candidate will fulfill the strategic goals of the Department. The faculty member should demonstrate a willingness to fulfill the increased commitment in teaching, service and professional activity required of Full-time faculty. All full-time appointments may be subject to an open search process.

### Required Support Materials

At a minimum, an application for promotion or change in status should include:

- Letter of Application: clearly stating the desired promotion and/or change in status.

- Current Resume: complete, up-to-date record of the faculty member's educational, employment, professional and service record.

- Evidence of Teaching Performance: evaluations will be provided by the Institute; faculty members do not have to submit evaluations

- Examples of student work, etc.

- Evidence of Professional Activity: to include items such as slides or examples of current work, copies of publications and articles, commissioned prototypes, exhibition catalogues, posters, reviews, citations, lectures, workshops, conference presentations, performances, etc.

Applications for Tenure and CCE also should include a minimum of two letters of reference from established non-Pratt-affiliated professionals, who can speak to the applicant's contributions to his/her area of expertise.

**All applications must include a written evaluation of a class observed by another faculty member. Applicant can choose a faculty member to observe a class. All promotions and change of status requests must include one observation; except an application for tenure, which must include two. Again, the applicant can invite any faculty member from the Creative Arts Therapy Department. If the applicant co-teaches, the co-teacher can be the observer. Please request a class observation template from the chair of the PRC.**

**Additional Departmental Criteria for Promotion- Creative Arts Therapy Department**

- 1) In order to be considered for promotion, the candidate must demonstrate a proven ability as an outstanding teacher for the last four years. This is to be determined by class evaluations that must average between the top two ratings, i.e. between excellent and very good. 80% of the evaluations must be between the top two ratings. If the candidate achieves the above in some classes, but not all, they may be considered for promotion, dependent on other factors. Candidate should in some way address their approach to effectiveness as a teacher in their application letter.
- 2) Candidate is expected to make contributions to the field of Creative Arts Therapy, through publications, conference presentations, workshops, panels, etc. Showing of work at dance performances, studios, performance art, etc is considered a contribution to the field. Candidate should in some way demonstrate how contributions to the field will contribute to the CAT department, and to the greater Pratt community.
- 3) Candidate is expected to have been consistently engaging in service to the department, through development of new courses, or substantial revision of existing courses, or participation on committees, extra projects, etc. These contributions can include service to the larger Pratt community.
- 4) Candidates applying to be promoted to Adjunct status must have taught at least three different content areas; and must demonstrate an ability and/or qualifications to teach a fourth content area as well. Candidates for Adjunct status must be consistently engaging in service to the department, in a way that demonstrates an interest in becoming more involved in the department, and in the larger Pratt community. This might be through participation on committees, extra projects, attendance at departmental meetings and events, etc. Candidates for Adjunct status must be willing to engage in continued contributions to the department upon receiving Adjunct status, and should indicate ways in which they might expand their service if promoted.
- 5) In order for a candidate to be considered for tenure, the candidate must demonstrate ability as an outstanding teacher along the guidelines above. This must apply to all classes taught. The candidate must also demonstrate a record of leadership in the field of art or dance therapy. At the very least, they must have an ATR (Art Therapist Registered) or BC-DMT (Board Certified Dance/Movement Therapist), and advanced training beyond the Masters degree (to include institute training). They should have at least three presentations at national conferences and publications in

journals and/or textbooks. Candidates for tenure must be licensed in the State of New York (LCAT).

- 6) **All applications for change of rank or change of status** must include a classroom Observation as per a template you should request from the chair of the PRC. Candidates can request that a faculty member of their choosing observe a single class and write up an observation. Format for write-up can be obtained from the Peer Review Committee. Co-teachers can serve as observers.

### **Procedure for Promotion or Change in Status**

The faculty within the department selects a Peer Review Committee, with no input from the Chairperson. The composition of the committee is reviewed annually. It traditionally has been composed of a Chair full time faculty and Adjunct faculty.

Applicants for promotion or change of status, submit their application materials to the Peer Review Committee via Interfolio. The Peer Review Committee writes a recommendation, which then goes to the Chairperson. The Chairperson, Dean of Art and Provost all write recommendations respectively. The Board of Trustees makes the final decision.

Faculty are informed through this process, by receiving copies of the recommendation letters.