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# School of Art

## Associate Degree Department

### FacultyPeerReviewCommittee

2023- 2024

#### Policy for the Promotion and Change in Status of the AOS /AAS Department Faculty

#### Introduction

All terms and conditions of faculty employment are officially stated in the current contract negotiated by Pratt Institute and the United Federation of College Teachers (UFCT). As stipulated in that contract, the faculty of each department shall setup appropriate procedures for appointment, reappointment, promotions and tenure.

The following are the AOS/AAS policies for consideration of promotion and change of status from terms of initial employment. Faculty members are hired at the discretion of the Chairperson and with the approval of the Dean and Provost.

#### Procedures

The Associate Degree Programs Committee for the Appointment, Reappointment, Promotions, and Tenure (Faculty Peer Review Committee) is the department's official representation of faculty for all procedures concerning faculty actions.

The Faculty Peer Committee has the authority to approve or deny applications for promotion and change in status based on the criteria set forth herein.

1. The Committee submits its recommendations to the Department Chairperson.
2. The Chairperson in turn submits their approvals or denials to the Dean.
3. The Dean makes his recommendations to the Provost.
4. The Board of Trustees determines final approval of all faculty actions.

## **Definition of Terms**

There are two key terms which apply to Faculty Appointments: **Rank** and **Status**

**Rank** indicates academic level. At Pratt the ranks are Instructor, Assistant Professor, Associate Professor and Professor. An upgrade in rank is referred to as a Promotion.

**Status** indicates employment level. **Status** titles are Visiting, Adjunct, Adjunct with CCE; Full-time, and Full-time Tenured. An upgrade in status is referred to as a Change in **Status**.

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

## **Criteria for Promotion**

- **Promotion to Assistant Professor :** Normally three to five years (continuous) of excellence in teaching at the Instructor level in the AOS/AAS Program, the terminal degree or its equivalent, and an active record of professional accomplishments and service to the institution. (time served alone is not a guarantee of advancement)
- **Promotion to Associate Professor :** Normally four to six years (continuous) of excellence in teaching at the Assistant Professor level in the AOS/AAS Program, with a consistent record of service to the institution, and with definite signs in the professional record that the applicant is on the way to becoming a recognized leader in his or her field. (time served alone is not a guarantee of advancement)
- **Promotion to Professor:** Four to six years (continuous) of excellence in teaching at the Associate Professor level with significant record of service to the institution and with a professional resume that establishes clear and recognized leadership in the faculty member's field. (time served alone is not a guarantee of advancement)
- **Conferral of Tenure and the CCE:** Tenure or the CCE may be conferred on those faculty members who have met the current probationary requirements and who demonstrates 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 the AOS /AAS department, the School of Art and Pratt Institute.

## **Criteria for Change in Status**

- **Visitor to Adjunct Status:** Minimum 8 Continuous Semesters in the AOS/AAS Programs (time served alone is not a guarantee of advancement). Additionally, applications should include record of excellence in teaching, professional accomplishments and service to the institute.

## **Support Materials**

All support materials will be submitted online at [www.interfolio.com](http://www.interfolio.com) . Once you have notified the AOS/AAS FPRC Chair of your 'Intent to Apply' you will be given access to 'Interfolio' in order to upload all support materials. Please login to '[Interfolio.com](http://Interfolio.com)' to review all required documents. Below is a brief overview/summary.

Complete supporting materials are vital to the review of all applications. Clarity is essential in preparing these materials. Remember that some of the people reviewing these may not be familiar with every area of professional expertise represented within the School of Art. At a minimum, an application for promotion or change in status should include:

1. Letter of application clearly stating the desired promotion and/or change in status.
2. A current resume, complete up-to-date record of the faculty member's educational, employment, professional, and service record. Include current rank and status.
3. Letters of recommendation from (at least 2) Pratt teaching colleagues and (at least 2) professional peers outside of the Pratt community.
4. Evidence of teaching performance to include only departmental copies of Pratt student evaluations, examples of student work and other relevant documentation. etc. (not from other educational institutions)
5. Evidence of professional activity to include items such as, current CVs, websites, images of current work, copies of publication and articles, commissioned prototypes, exhibition catalogs, posters, reviews, citations. lecturers, performance, etc.
6. Applications for Tenure and CCE should include a minimum of two letters of support from Pratt colleagues and three letters of reference from established non-Pratt-affiliated professionals who can speak to the applicant's contributions to his or her area of expertise. (Names of prospective external referees must be submitted in advance).

## **Schedule of Action**

All application and supporting materials must be submitted online at '[Interfolio.com](http://Interfolio.com)'.

Submission Deadline : **Friday, OCTOBER 13th to AOS/AAS section of 'Interfolio'.**

Deadlines are strictly observed. Missing a deadline will cause an application to be disregarded.

### **Associate Degree Department Faculty Committee 2023-2024 :**

C. Stewart Parker (Committee Chair), John De Santis, Yisun Rho, Deb Caponera

### **Questions?**

**Any questions should be addressed to members of the Committee.**

Do not send e-mails concerning these matters to anyone but the Peer Committee.

# 2023-2024 Faculty Action ARPT Calendar

SUMMARY OF DEADLINES by action type

## **SABBATICAL APPLICATIONS ONLY** (Faculty and Administrative ONLY. No Peer Review.)

### **OCTOBER**

**MON 16** SABBATICALS, Intent to Apply, Faculty to Provost

**MON 23** SABBATICALS, Application and Eligibility, Provost to Faculty

**MON 30** SABBATICALS, Faculty Request to Chair

### **NOVEMBER**

**MON 06** SABBATICALS, Chair to Dean

**MON 13** SABBATICALS, Dean to Provost

### **DECEMBER**

**FRI 15** SABBATICALS, Faculty Notified, Board of Trustees decision

## **EXTERNAL EVALUATIONS FOR TENURE APPLICANTS ONLY (FULL-TIME AND PART-TIME)**

**MONTHS and Days can be adjusted by Deans and Committees to be earlier if possible.**

**SEP 1** Intent to Apply for Part Time (CCE) and Full Time Tenure

**SEP 8** Peer Review Committees solicit suggested external evaluators from Tenure applicants

**SEP 11** Deans and Peer Review Committees create external evaluator list per UFCT Contract

**SEP 15** Deans contact External Evaluators per UFCT Contract with initial contact letter

**OCT 16** Peer Review Committees initiate External Evaluation function in Interfolio for Evaluators

**NOV 15** Evaluators upload letter to their linked External Evaluator portal in Interfolio

## **ARPT and EMERITI APPLICATIONS ONLY** (Faculty, Peer Review Committee, Administrative)

### **DEADLINES: SCHOOL OF ARCHITECTURE PEER REVIEW COMMITTEE**

PEER REVIEW COMMITTEE CHAIR for ARPT and EMERITI APPLICATIONS

### **SEPTEMBER**

**FRI 01** INTENT TO APPLY - CCE (TENURE - ADJUNCT FACULTY): Faculty to Peer Review  
Chair

INTENT TO APPLY - TENURE (FULL-TIME): Faculty to Peer Review Chair

**FRI 08** INTENT TO APPLY: Faculty to PRC CHAIR all other Rank and/or Status applications

**MON 18** CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee

CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Committee

EMERITI STATUS, Faculty Recommendations to Peer Review Committee

PROMOTION (in Rank), Faculty to Peer Review Committee

**OCTOBER**

**MON 02** REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Committee  
TENURE, Faculty to Peer Review Committee

**SCHOOL OF ARCHITECTURE SUBCOMMITTEE (5 weeks to review)**

Subcommittee Recommendation to Peer Review Committee

**NOVEMBER**

**FRI 03** CCE for ADJUNCT FACULTY, Sub-Committee to Peer Review Committee  
CHANGE OF STATUS (Visiting to Adjunct), Sub-Committee to Peer Review Committee  
PROMOTION (in Rank), Sub-Committee to Peer Review Committee  
REAPPOINTMENT (in 3rd and 5th Year), Sub-Committee to Peer Review Committee  
TENURE, Sub-Committee to Peer Review Committee

**SUGGESTED DEADLINES: ALL PEER REVIEW COMMITTEES (EXCEPT ARCHITECTURE)**

PEER REVIEW COMMITTEE CHAIR for ARPT and EMERITI APPLICATIONS

**INTENT TO APPLY FACULTY to PRC CHAIR**

**SEPTEMBER**

**FRI 01** CCE for ADJUNCT FACULTY, Faculty to Peer Review Chair  
TENURE, Faculty to Peer Review Chair

**FRI 08** CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Chair  
EMERITI STATUS, Faculty Recommendations to Peer Review Chair  
PROMOTION (in Rank), Faculty to Peer Review Chair  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> Year), Faculty to Peer Review Chair

**ALL OTHER SCHOOLS (5 weeks to apply)**

**OCTOBER**

**FRI 13** CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee  
CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Committee  
EMERITI STATUS, Faculty Recommendations to Peer Review Committee  
PROMOTION (in Rank), Faculty to Peer Review Committee  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> Year), Faculty to Peer Review Committee  
TENURE, Faculty to Peer Review Committee

**COURSE EVALUATIONS:**

**<If required in ARPT Department Guidelines use Faculty Course Evaluations>**

REQUIRED DEADLINES

## **OCTOBER**

### **MON 23 FACULTY COURSE EVALUATIONS: REQUEST**

Faculty Course Evaluations, PRC Chair to UFCT Faculty Actions Administrator  
(Jason Vigneri Beane)  
(request via google form)

### **MON 30 FACULTY COURSE EVALUATIONS: TRANSMITTAL**

Faculty Course Evaluations, UFCT Faculty Actions Administrator to PRC Chair  
(via secure google drive)

## **NOVEMBER**

### **MON 06 FACULTY COURSE EVALUATIONS: NOTIFICATION OF ADDITION TO APPLICATION**

Faculty Course Evaluations, PRC Chair to Faculty (*PRC Chair to Upload Course Evaluations to Faculty Application in Interfolio and notify faculty via Interfolio email*)

## **OFFICIAL ADMINISTRATIVE DEADLINES**

### **(PRC LETTERS TO CHAIR, CHAIR, DEAN, PROVOST and FINAL BOT LETTERS)**

for ARPT and EMERITI APPLICATIONS

## **DECEMBER**

**FRI 08** CCE for ADJUNCT FACULTY, Peer Review Committees to Chair  
CHANGE OF STATUS (Visiting to Adjunct), Peer Review Committees to Chair  
EMERITI STATUS, Faculty Recommendations to Chair  
PROMOTION (in Rank), Peer Review Committees to Chair  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> Year), Peer Review Committees to Chair  
TENURE, Peer Review Committees to Chair

## **JANUARY**

**FRI 26 (5 weeks to review + 2 holiday weeks)**  
CCE for ADJUNCT FACULTY, Chair to Dean  
CHANGE OF STATUS (Visiting to Adjunct), Chair to Dean  
EMERITI STATUS, Chair to Dean  
PROMOTION (in Rank), Chair to Dean  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> year), Chair to Dean  
TENURE, Chair to Dean

## **MARCH**

**FRI 08 (6 weeks to review)**  
CCE for ADJUNCT FACULTY, Dean to Provost  
CHANGE OF STATUS, (Visiting to Adjunct), Dean to Provost  
EMERITI STATUS, Dean to Provost  
PROMOTION (in Rank), Dean to Provost  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> year), Dean to Provost

TENURE, Dean to Provost

**APRIL**

**FRI 26 (6 weeks to review)**

CCE for ADJUNCT FACULTY, Provost to Faculty  
CHANGE OF STATUS (Visiting to Adjunct), Provost to Faculty  
EMERITI STATUS, Provost to Faculty  
PROMOTION (in Rank), Provost to Faculty  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> year), Provost to Faculty  
TENURE, Provost to Faculty

**MAY**

**FRI 10** CCE for ADJUNCT FACULTY, Faculty Notified BOT Decision  
CHANGE OF STATUS (Visiting to Adjunct), Faculty Notified BOT Decision  
EMERITI STATUS, Former Faculty Notified BOT Decision  
PROMOTION (in Rank) (in Rank), Faculty Notified BOT Decision  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> year), Faculty Notified BOT Decision  
TENURE, Faculty Notified BOT Decision

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