

# Pratt Institute | Department of Interior Design Peer Review Committee 2024/2025 Introduction and Application Guidelines for Appointments, Reappointments, Promotions and Tenure [ARPT]

## Contents:

### I. Peer Review Committee (PRC)

A. Purpose [see Collective Bargaining Agreement [ <http://www.pratt-union.org/> ]

B. Composition and Selection and Work Process

C. Committee Review Process

D. Files and Records

### II. Application Guidelines for Change of Status and/or Promotion in Rank

A. Academic Actions Calendar

B. Terms and Definitions

C. Support Materials for Promotion and Tenure

D. Criteria for Change of Status

E. Criteria for Promotion in Rank

F. Criteria for Full-Time Tenure-Track Reappointment and Tenure Appointment

G. External Evaluators for TENURE and CCE Applications ONLY

### APPENDIX

APPENDIX A: School of Design Curriculum Vitae – required format

APPENDIX B: Evaluation Considerations

APPENDIX C: Submission Procedures and Deadlines

APPENDIX D: Intent to Apply Worksheet - sample information

# I. Peer Review Committee (PRC)

## A. Purpose [see Collective Bargaining Agreement

<http://www.pratt-union.org/> ]

1. A purpose of the PRC is to help meet accreditation requirements for the School and Institute.
2. To comply with the Collective Bargaining Agreement.
3. To provide a fair and responsible process for peer review in order to facilitate faculty development and advancement.
4. To publish, distribute and maintain clear departmental Guidelines (ARPT), for faculty review/use.

## B. Composition and Selection and Work Process

1. Peer Review Faculty members shall be nominated anonymously by the Department Faculty. Members shall be nominated and elected in the Spring term by faculty and shall each serve for two years to create staggered terms.
2. The PRC Chair works in good faith, taking nominations per vote, to compose the next PRC with diversity and fairness. The Chair shall follow the votes and should make good-faith attempts to engage the diversity of the Department of Interior Design to compose the PRC, whenever possible, per nomination and vote.
3. The Peer Review Committee [PRC] will ideally consist of 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.
4. [1] full-time tenured/tenure-track faculty (FTTT); [1] adjunct faculty with CCE (tenured); AND a mixture of [1] full-time non-tenure-track faculty (FTNTT); [1] adjunct faculty; [1] visiting faculty
5. The Committee shall vote each year to appoint a Chair to serve for a one-year term.
6. After PRC Service of [2] two years, anyone may be nominated to serve again. There is no stipulation on repeating service.
7. Any faculty member who cannot or does not wish to serve may recuse themselves.
8. The PRC must replace any member of its committee if that member cannot fulfill their duties or if that member is applying for advancement; in this case, the Committee shall appoint a temporary replacement to fulfill its requirements.
9. If a serving member of the committee needs to recuse themselves because they are applying for advancement during their two-year term of service, that faculty member is asked to resume their two-year position after this application is finished.
10. To consider the diversity of the PRC, most members selected by the PRC will have attained the status and/or rank sought by the applicant when possible.
11. The PRC committee shall work confidentially.
12. The PRC Committee shall decide how to work their internal votes per majority rules and at times, consensus if the full committee agrees. All decisions shall use and follow the ARPT GUIDELINES as the key to deliberating on advancement cases.
13. Members of the Peer review committee shall have taught in the interior design department for a minimum of three years.

## C. Committee Review Process

1. Open case for eligible applicants on Interfolio
2. Review application contents on Interfolio
3. Confirm applicant's eligibility per checklist and Guidelines (applicant must confirm with Human Resources)
4. Observe faculty in the classroom
5. The Committee Confers on the applicant
6. The letter is written to the Department of Interior Design Chair and forwarded through Interfolio
7. Letter as written to Department of Interior is forwarded to Applicant on Interfolio.

## D. Files and Records

The School administration shall provide secure lockable files for the Peer Review Committee's records and files in accordance with the CBA. This is achieved digitally through INTERFOLIO.

The Peer Review Committee shall maintain these files and provide required faculty and applicant security and privacy with all related documentation. This is achieved digitally through INTERFOLIO.

# II. Application Guidelines for Change of Status and/or Promotion in Rank

These guidelines were developed to assist Interior Design Department faculty applying for change of status and/or promotion in rank, reappointments (tenure-track), and tenure. These guidelines are not intended to replace or otherwise contravene any requirements of the current UFCT collective bargaining agreement [CBA]. Faculty members are urged to review the current Pratt Faculty Handbook and UFCT agreement for policies and procedures regarding change of status or promotion in rank. Also, see the School of Design-SOD-Guidelines and the Department Guidelines.

Note: Applicants must be teaching at Pratt in the semester they apply for a change of status and/or promotion in rank.

## A. Academic Actions Calendar

The following is a general guide to the annual academic calendar for the current academic year; additional dates and information may be found on the Pratt Google Calendar for the current school year.

**NOTE: THESE HAVE NOT BEEN PUBLISHED FOR SY 24-25, and Department of Interior Design Dates supersede these per the PRC Decisions.**

DUE DATE	ACTION
September 1, 2024	<b>Faculty Applicant Intent to Apply Worksheet</b> [via email to <a href="mailto:int-prc@pratt.edu">int-prc@pratt.edu</a> ] (PRC Chair will send to all faculty 8/19/2024)
October X, 2024	<b>Faculty Applications to the PRC</b> [via <i>INTERFOLIO</i> ] <ul style="list-style-type: none"> <li>• Full-Time: Tenure Final review, 5th year review, 3rd year review</li> <li>• Part-Time: Change of Status and/or Rank - Including Application for CCE</li> </ul>
December X, 2024	Peer Review Committee to Chairperson [via <i>INTERFOLIO</i> ]
January X, 2025	Chairperson to Dean [via <i>INTERFOLIO</i> ]
March X, 2025	Dean to Provost [via <i>INTERFOLIO</i> ]
April X, 2025	Faculty Notified by Provost [via paper mail]
May X, 2025	Confirmation from the Board of Trustees

Note: An applicant for promotion who receives a negative recommendation at any stage of the evaluation process may submit a written response for consideration in the succeeding stages of the review process.

## B. Terms and Definitions

There are two key terms that apply to faculty appointments: Status and Rank.  
See *Appendix B* for detailed descriptions.

### Status

In general, a change in status emphasizes excellence and versatility in teaching and service.

Status indicates employment level. Change in status increases teaching load limits and enhances employment benefits. There are six types of levels:

VISITING [PART-TIME]

ADJUNCT [PART-TIME]

ADJUNCT WITH CCE [PART-TIME]

FULL-TIME NON-TENURE TRACK

FULL-TIME TENURE TRACK

FULL-TIME WITH TENURE

### Rank

In general, promotion in rank emphasizes professional and creative accomplishments.

Rank indicates academic level. Promotion in Rank enhances academic credentials.

There are four levels:

INSTRUCTOR

ASSISTANT PROFESSOR

ASSOCIATE PROFESSOR

PROFESSOR

Part-Time faculty can apply for a change in status identified as Part-Time. Only Tenure Track Faculty can apply for Tenure

Simultaneous application for change of status and promotion in rank is possible.

For further reference, see the Pratt Union Collective Bargaining Agreement and/or Pratt Faculty Handbook on the [Faculty Senate website](#).

The six levels of status are summarized below:

*Visiting [part-time]* Teaching load up to 50% of full-time faculty [6 credits a semester].

*Adjunct [part-time]* Teaching load of up to 75% of full-time faculty [9 credits a semester] each fall and spring semester, at the discretion of the department. Adjuncts are eligible for health benefits and tuition remission. Adjuncts with health benefits must teach a minimum of 4.8/5 credits each semester.

*Adjunct with CCE-* Adjunct with Certificate of Continuous Employment (part-time tenure) Benefits include tuition remission, retirement/pension plan, and health coverage. Adjuncts with CCE with health benefits must teach a minimum of 4.8/5 credits each semester. Adjunct CCE faculty are eligible for sabbatical leave.

*Full-Time Non-Tenure teaching* load of 12 contact hours a semester

*Full-Time Tenure Track teaching* load of 12 contact hours a semester

*Full-Time with Tenure teaching* load of 12 contact hours a semester. Has a guarantee of full-time employment until retirement. Note: Full-time tenure-track appointments are a discrete process involving a national search.

## C. Support Materials for Promotion and Tenure

Application material should be organized as per *INTERFOLIO* sections and divisions. Evidence should be clear and well-organized. [see *APPENDICES*]

### **Intent to Apply Worksheet**

Fill out all sections requested.

### **Letter of Application addressed to Peer Review Committee, clearly stating:**

1. current school year and current status and rank
2. the number of years taught at current status and rank
3. desired status and/ or rank and/or tenure-track review and reappointment or tenure

### **Curriculum Vitae and Statement of Intent**

#### **1. Curriculum Vitae**

Information must be thorough, detailed, and factual.

[see *Appendix A, School of Design C.V. FORMAT, follow this format order*]

## **2. Statement of Intent, addressed to Peer Review Committee, clearly stating:**

- a. An explanation of why the applicant should be considered for desired status and/or rank
- b. a description of how the advancement in status and/or rank will support the applicant, the department, the institute, the discipline, and the associated professions.
- c. an outline of the applicant's research, creative practice, and teaching philosophy and goals, positioning the work within the realm of the discipline and describing the trajectory of work, including future intentions. Tenure applicants (for the 3-year, 5-year, and the tenure-reviews) should also explain their national recognition, per detail in *Section F. Criteria for Tenure*, see below.
- d. The applicant should also integrate references to the teaching performance points listed below and include a short section on how the work supports and contributes to the department.
- e. Applications for change in status should demonstrate that the applicant's teaching expertise aligns with the department's curricular needs.

### **DEI - Diversity, Equity, Inclusion Statement**

A statement describing how the applicant has worked to promote diversity, equity, and inclusion in teaching, research and/or creative practice, and/or professional work.

### **Evidence of Teaching Performance**

see *APPENDIX B: Evaluation Considerations*.

1. Provide a clearly organized list of course name(s), number(s), and semester(s) of courses taught in chronological order. Examples from Summer Session(s) and/or Winterim courses can be included; however, these courses do not count toward the semester total for application. Detail your contribution to courses (this can be accomplished with a brief narrative at the start of the appropriate section).
2. Provide course syllabi with authorship noted and notes made/indication of changes made over time.
3. Provide examples of notable student work from the Interior Design Department at Pratt. Select examples of design projects/written assignments from all courses/studios taught (note: if taught course multiple times, select most representative over more than one semester, indicating most recent years). The focus should be on the last six years of teaching, as possible. Include assignment description, associated visuals, written papers, and or exams representative of the course. Authorship shall be noted for all. All student work examples shall be curated and formatted to fit with the layout of the dossier.

Note: Once applicants have submitted their applications, a PRC member will contact them to coordinate a suitable date within the evaluation period to observe teaching performance.

Note: Applicants under tenure review will be observed in all the courses they teach in the fall semester.

Reminder: Do not include student evaluations, as these will be accessed from departmental archives.

### **Evidence of Academic and/or Professional Work (part-time and tenure-related faculty)**

see *APPENDIX B: Evaluation Considerations*; Note: portfolio and/or dossier format

1. Provide a Table of Contents listing scholarship, research, creative activity, and/or professional accomplishments for the period of consideration (e.g. required semesters and/or period of tenure-related review).
  - a. For Tenure-related review and/or appointment, Include all work since beginning your tenure track.

- b. For Part-time applicants, Include recent work from the last six years (earlier work may be included, but work from the last seven years will be weighed more heavily).
2. Academic Examples of current academic work may include: copies of lectures [external to Pratt], chapters, articles, or other published work. Please clarify your role in collaborative work. A scan of the cover, ISBN and publication details, table of contents, and your article or relevant pages should be included with the text.
3. Professional—Examples of current professional work, copies of competitions, lectures, articles, or other published work. Please clarify your role in collaborative work.

### **Evidence of Service**

see *APPENDIX B: Evaluation Considerations*, for details on what to include

### **External Letters Final Tenure Review and CCE applicants Only**

Four external letters of evaluation will be sought to fulfill the tenure review and appointment criteria. The final list of external evaluators will be determined by the Dean in consultation with the PRC. These letters are confidential to the PRC and upper administration—the applicant/candidate will not know who was selected for their four external reviewers. Letters will be submitted through the secure Interfolio process.

See below in *Section G*. for more detailed information regarding External Evaluators for Tenure.

### **Course Evaluations**

Evaluations are not provided by the applicant; they are solicited by PRC with Union Representative aid.

## **D. Criteria for Change of Status**

Length of service at any rank is not, in and of itself, a sufficient basis for promotion. Applicants for Change of Status should address the key criteria listed below. The minimum number of years noted refers to employment at Pratt and completed by the date of application.

see *APPENDIX B: Evaluation Considerations* for more details.

From *Visiting to Adjunct*, a Minimum of 3 years (6 semesters) of teaching (ideally continuous – non-continuous assessed on a case-by-by-case basis\*) at the Visiting level, prior to application, at Pratt within the Department. Evidence of teaching experience in multiple areas and student levels (undergraduate and/or graduate) over different years (as possible) that demonstrates their excellence in pedagogy, and that meets the projected pedagogical needs of the Department and School. Demonstrate service to the Department and a willingness to fulfill increased commitment to the Department through teaching and consistent service contribution to the Department, School of Design, and/or Institute over the review period. Demonstrate a growing and promising record of achievement in their professional area(s) of expertise.

From *Adjunct to Adjunct with CCE*, Minimum of 5 years, 10 continuous\* semesters of teaching at the Adjunct level at Pratt within the Department. Adjuncts may apply at the beginning of their fifth year with Adjunct status, 9th semester. Teaching experience in multiple areas of the discipline that demonstrates their excellence in pedagogy. Demonstrate a high level of achievement in their teaching and professional careers. Demonstrate expertise appropriate to the long-range goals of the Department, School of Design, and the Institute. Demonstrate a significant record of service contribution to the Department, School of Design, and/or Institute, and leadership in the Department consistent over the review period. Institutional

service will also be considered. Candidates applying for CCE will have their full dossier reviewed by external evaluators. See section G for information regarding external evaluators.

## E. Criteria for Promotion in Rank

Applicants for Promotion in Rank should address the key criteria listed below: The minimum number of years noted refers to employment in Pratt's Interior Design department and completed by the date of application. see *APPENDIX B: Evaluation Considerations* for more details

From *Instructor to Assistant Professor*, *Minimum of 2 years (4 semesters)* of teaching (ideally continuous – non-continuous assessed on a case-by-by-case basis\*) at the Instructor level, *prior to application*, at Pratt within the Department. Hold an appropriate degree and/or have achieved equivalent professional accomplishments. Demonstrate professional competence in the areas of creative and scholarly work, professional activity, and demonstrate a record of service to the Department, the School of Design, and/or the Institute. Potential or proven excellence in teaching.

From *Assistant Professor to Associate Professor*, *Minimum of 3 years (6 semesters)* of teaching (ideally continuous – non-continuous assessed on a case-by-by-case basis\*) at the Assistant level, prior to application, at Pratt within the Department. Hold appropriate degree and/or equivalent professional distinction. Demonstrate noteworthy performance in the areas of creative and scholarly work and professional activity. Regional recognition by peers is a demonstration of noteworthy achievement in creative or scholarly work. Professional accomplishments, exhibitions, creative work, and/or publications that clearly demonstrate a commitment to professional excellence that will continue throughout their academic career. Excellence in teaching. Demonstrates a record of service to the Department, School, and/or the Institute.

From *Associate Professor to Professor*, *Minimum of 4 years (8 semesters)* of teaching (ideally continuous – non-continuous assessed on a case-by-by-case basis\*) at the Associate level, prior to application, at Pratt within the Department. Hold appropriate degree and/or equivalent professional distinction. Evidence and cumulative and ongoing achievements in creative and scholarly work and/or professional activity. Excellence recognized by peers both within and external to the Institute. Demonstrate a record of commitment to long-term, ongoing professional engagement. Excellence in teaching with rigorous and engaging pedagogy. Significant service contribution to the Department, School of Design, and/or Institute. Service to the community may also be considered.

**For more information and criteria, refer to the Faculty Handbook 2020 pages 15-16**

[https://www.pratt.edu/tiny\\_mce/plugins/imagemanager/files/Pratt\\_Faculty\\_Handbook\\_2020.pdf](https://www.pratt.edu/tiny_mce/plugins/imagemanager/files/Pratt_Faculty_Handbook_2020.pdf)

## F. Criteria for Full-Time Tenure-Track Reappointment and Tenure Appointment

### 1. Full-Time Non-Tenured Re-Appointment:

- a. Full-Time Tenure-Track faculty are given an initial three-year appointment. The first year of this appointment is considered probationary, and the Dean of the School reserves the right to



terminate it within the first year. No other requirements or restrictions are placed upon the faculty in the remaining two years of the initial appointment.

- b. After the initial appointment, Full-Time Tenure-Track faculty must apply for re-appointment during their third year for a continuous two-year reappointment and again during the fifth year of continuous service for another two-year re-appointment,
- c. During the seventh year of continuous service, the faculty member must apply for tenure, and the Application requirements for tenure are addressed in Section 2 below.
- d. During the third and fifth-year reviews, the applicant should be able to demonstrate through their work that they are making good progress toward their tenure application.
- e. For **Full-Time** 3rd and 5th year reappointment, the application shall consist of the Items listed above in Section C, Recommended Support Materials for Promotion and Tenure.

## **2. Conferral of Tenure:**

- a. In the seventh year of the Full-Time appointment, the applicant must submit a Letter of Application and a Curriculum Vitae verifying eligibility, terminal degree, and professional standing.
- b. The applicant must have completed 12 semesters (six full years) of continuous teaching in the Department of Interior Design while appointed as Full-Time. Tenure may be conferred on those faculty members who can demonstrate the highest level of teaching achievement with expertise appropriate to the long-range development of the Department, the School of Design, and the Institute.
- c. Considerations for this submission include courses taught and to be taught, syllabi, and examples of student work.
- d. The applicant should be able to demonstrate through their work that they have leadership
- e. Per national recognition in the interior design discipline through their academic, professional, and service-related activities. The Statement of Intent will detail the applicant's work and trajectory.
- f. Persons initially appointed to Full-time Tenure-Track professorial ranks (ranks above Instructor) may have the probationary period reduced, except that two years of satisfactory service at the Institute must be completed before tenure takes effect. Each two years of prior full-time faculty service at an accredited college or university shall be credited as the equivalent of one year of full-time service at Pratt Institute for purposes of eligibility for tenure to a maximum of two years of full-time service at Pratt.

See "Recommended Support Materials" above in Section C, Tenure-Related Evaluation Criteria below; and Appendix B: Evaluation Considerations

## **3. Tenure-Related Evaluation Criteria:**

[note: This information will also be sent to the Tenure review External Evaluators]

### **All Tenure-related Applicants shall have the following evaluated Externally:**

- a. The Applicant's **Statement of Intent**

Note 1: Status--The Statement will address aspects of Tenure and include a personal narrative that describes the applicant's line of work and all relevant information concerning their work as a faculty member in the Department of Interior Design. Applicants will address their definition of the interior design discipline and the context for how they express leadership as national recognition.

The Statement will include explanations of Academic Scholarship and/or Professional Work, Pedagogy, and Teaching.

Note 2: Rank--Statement may address aspects of Promotion from Associate to full Professor (rank). Applicants are asked to address Promotion in Rank by making a case for their

associated experience and evidence with regard to the Pratt Faculty Handbook, [https://www.pratt.edu/tiny\\_mce/plugins/imagemanager/files/Pratt\\_Faculty\\_Handbook\\_2020.pdf](https://www.pratt.edu/tiny_mce/plugins/imagemanager/files/Pratt_Faculty_Handbook_2020.pdf) (pp.15-16) (Note: External evaluation will not address Promotion in Rank, as this is internal to Pratt Institute.)

- b. The Applicant's CV (with the six years of tenure-associated with F/T hire activity clearly indicated/highlighted)
- c. Dossier Portfolio(s) of Academic (Scholarship/Creative Practice), Professional Work, Teaching, and Service (representative of the six years of tenure-associated work since F/T hire; activity clearly indicated/highlighted/explained).

#### **Tenure-related Leadership Activities through National Recognition:**

The Department of Interior Design values academic and professional leadership that can take on a mixture of nationally recognized work activities and directions. National recognition applies to leadership and may be demonstrated through a combination of significant dissemination or engagement with academic and/or professional creative practices, scholarship, research, campus and/or community groups, and service at several levels. There is no minimum number of activities; therefore, the applicant will make known the significance of their line of work and associated national recognition.

The following are to be considered:

- a. leadership in service-related activities
- b. leadership in community-related activities
- c. furthers the mission of Pratt Institute and its "thematic pillars" (see: <https://www.pratt.edu/academics/undergraduate-advisement/mission-and-vision/> and <https://www.pratt.edu/about/strategic-plan/>)
- d. dissemination through nationally recognized publications of peer-reviewed academic scholarship
- e. dissemination through nationally recognized publications of professional work
- f. dissemination through nationally recognized conference or symposium presentation
- g. dissemination through exhibitions, competitions, and/or other interior design interrelated activities, peer-reviewed awards, grants, fellowships, and other prizes or commendations

Note: Credit must be given to any partnership, co-authoring, or similar work in professional or academic work if the work is not solely done by the applicant. When necessary to discern, an explanation of the applicant's work compared to the partner or co-author may be necessary.

## **G. External Evaluators for TENURE and CCE Applications ONLY**

Four external letters of evaluation will be sought to fulfill the tenure or CCE review and appointment criteria. These letters are confidential to the PRC and upper administration—the applicant/candidate will not know who was selected as external reviewers. Letters will be submitted through the secure Interfolio process. A minimum number of external evaluations is required. Additionally, faculty applications have a minimum of one and maximum of two external evaluators that may come as suggested names from the applicant, and the remaining external evaluators would, therefore, come only from the Dean and Peer Review Committee in consultation with each other.

#### **External Evaluators Proposed by the Applicant:**

Applicants must submit (email is sufficient) a list of (2) minimum and (5) maximum potential external referees/evaluators; listing in the order that they would like the PRC to make contact. Applicants will

include their contact information (phone and e-mail address), rank, school, or organization, and describe their relationship to the person and why they believe they are a good selection for evaluation. There shall be no specific association to the applicant (ie. have not coauthored research or held a partnership in a firm or project).

**1. External Evaluator Selection Criteria for Tenure Applicants and PRC to Consider:**

(note: depending on the applicant's background, there are different combinations of referee backgrounds)

- a. Background of the 4 External Evaluators:
  1. All academic External Evaluators for Tenure candidates must be tenured and be at associate or professor rank; and/or administration status, such as director, chair, department head, dean
- b. Combination Options:
  1. A minimum of 3 External Evaluators shall be academic
  2. One External Evaluator may be a professional (ie. head of a nationally recognized organization or design office principal)

**3. External Evaluator Selection Procedure for Tenure and CCE:**

- a. PRC will make good-faith attempts to obtain evaluations from the applicants' top referees and, if unsuccessful, will proceed down the list until reference(s) are secured. If the applicants' original list does not result in references, the PRC may contact them for additional potential referees.
- b. Applicants may list up to two (2) names of people not to be contacted for this purpose.
- c. All external evaluators will be solicited by the Dean per the above criteria.
- d. The evaluators/referees and their evaluations will be confidential to the PRC and upper administration only (the applicant will not know which of the referee(s)/evaluator(s) were selected).

\* Exceptions to continuous teaching shall be considered on a case-by-case basis; exceptions should be related to medical leave or professional development (e.g., Fulbright, fellowship, or similar). Faculty with continuous teaching at Pratt and non-continuous teaching in the Department of Interior Design are also considered due to appointments by the administration to teach interdisciplinary courses such as PICs or to teach in more than one department. Additionally, faculty who only teach in one semester each year because their expertise is only applicable to courses offered in such a manner may apply. Continuation of service during a brief gap in teaching should be positively considered in the decision for an exception.

## **APPENDICES FOLLOW**

# APPENDIX

## APPENDIX A: School of Design Curriculum Vitae – required format

Any submission for promotion in rank or status, reappointment for full-time, and conferral of tenure must include a Curriculum Vitae that is a complete, up-to-date record of educational, employment, professional, and service activities. Note: if putting together for conferral of Tenure, delineate/highlight the six years of tenure-associated work activity since F/T (Full-Time) hire.

- a. Paginate after 1st page; include your name on every page
- b. Organize in reverse chronological order within sections
- c. Use the Following section titles in the following order for your **CV**. (Add additional titles if needed):

### **IDENTIFYING INFORMATION**

Name, address, phone number, e-mail, URL

### **EDUCATION**

Degree/s, including majors and minors

Institution, location

Year of start and Completion

List all academic degrees you have earned (noting honors)

### **TEACHING EXPERIENCE**

Position/Rank, year(s), Institution, and location

### **COURSES TAUGHT**

Course(s) taught (list titles and differentiate TA posts) List semester and year

### **PROFESSIONAL EXPERIENCE**

Be sure to note whether or not the work is collaborative and to identify your contribution clearly.

### **PUBLICATIONS for RESEARCH/CREATIVE PRACTICE**

Separate ALL authored works into Books, Chapters, Journal Articles, Symposia/Conference Proceedings (printed and/or online), and other Publications that feature your work.

If a journal chapter, article, or manuscript has been peer-reviewed (blind or otherwise), this should be indicated for each. Indicate if this is an invited work.

You can also list entries in publications, reviews, blogs, etc. that feature your work, like a bibliography.

*Be sure to note whether or not the work is solo or collaborative and to identify contributions clearly.*

### **EXHIBITIONS AND COMPETITIONS**

List gallery, location, and dates. With a juried or curated exhibition, list the name(s) of the jurors or curators. List any awards won. Be sure to note whether or not the work is collaborative and to identify your contribution clearly.

#### **LECTURES, PRESENTATIONS, SYMPOSIA, WORKSHOPS**

List only conferences at which you presented a paper, chaired a panel, led a workshop, exhibited work, etc. Be sure to note if the work was *collaborative and to identify your contribution clearly*.

#### **AWARDS, HONORS, FELLOWSHIPS, SCHOLARSHIPS AND GRANTS**

List Title, Grantor, Year

#### **ACADEMIC SERVICE**

A record of service to the department, the School, and the Institute, including participation in Board of Trustee service and committee membership. List any other record of service to the academic discipline external to Pratt; Ex. includes: outside professional organizations committee or Board work.

#### **COMMUNITY ENGAGEMENT**

Include significant community engagement separate from Academic Service concerning committee or Board work. Examples include NYC design or pedagogical partnerships and local, national, and international associations for unpublished research. Explain the relation to organization, non-profit, NGO, etc.

#### **PROFESSIONAL AFFILIATIONS, SKILLS, LANGUAGES, CONTINUING EDUCATION**

Include symposia, courses taken, etc., and list location and dates.

## APPENDIX B: Evaluation Considerations

In general, the higher the rank sought, the more stringent the criteria are applied. Applications for simultaneous promotion in rank and change of status are permitted. An oversimplified summary: promotion in rank emphasizes professional and creative accomplishments, while changes in status emphasize excellence and versatility in teaching and service.

Observations of courses and evaluations of course material are made by the Peer Review Committee. Observations will consist of a scheduled class visit with at least a week's notice to the faculty.

PRC Review Teaching Effectiveness and Excellence in Teaching is the most important attribute of a part-time faculty member. For F/T Tenure-Track faculty, excellence is key. Detail your contribution to courses (this can be accomplished with a brief narrative at the start of the appropriate section). Aspects and qualities that may be considered by the administration in assessing teaching effectiveness include, but are not limited to:

- a. ability to organize subject matter and to present it clearly, coherently, and imaginatively
- b. knowledge of current developments in the discipline of Interior Design
- c. ability to relate one's subject to other areas of knowledge and to broader cultural and social concerns
- d. ability to provoke and broaden student interest in the subject matter
- e. effective teaching methods and strategies are proven through a high quality of student work
- f. flexibility and versatility in accommodating teaching to changes in curricular structure and content
- g. possession of the attributes of integrity, industry, open-mindedness, and objectivity in teaching
- h. open-minded, respectful, and compassionate concern for the student and as a future professional
- i. student evaluations over a minimum of the last three years of teaching may include up to six years.

Academic (Scholarly) and Professional Work Effectiveness necessitates active involvement in the creative and scholarly developments in the individual's field. Each part-time faculty member has an obligation to maintain a high level of professional competence and to keep abreast of the activity in their field. An individual faculty member's creative or scholarly work should be evaluated in terms of its quality, level of recognition among peers, and significance to the particular discipline. For F/T Tenure-Track faculty, national recognition is sought; see above and below criteria.

**Note: Evidence of possible endeavors may include:**

**The CV will express all of this work, as will the selections for the dossier portfolios**

- a. publications "academic" scholarship/research
- b. work/ publications re: design activity
- c. advanced study, i.e., post-master's degree and post-doctorate education
- d. presentations of papers and/or projects before learned societies and at professional meetings
- e. exhibitions, competitions, and/or performances
- f. submissions and awards of fellowships and grants, patents, commissions, prizes or commendations
- g. appointment in a creative or scholarly capacity to a regional, state or national post
- h. participation in professional organizations, conferences, and institutes
- i. a leadership position in professional organizations/boards
- j. service in the individual's professional area as a consultant or resource person

**Service to the School, Department, the Institute, and the External Community Pratt Institute** depends upon its faculty for quality services rendered outside the classroom. Faculty members are encouraged (part-time faculty) and/or required (full-time faculty) to participate in the broader concerns of

the Institute. Such participation may include service on Department, School or Institute, or External committees (ex: faculty committees, academic senate, external boards, and committees, etc.). Include an annotated list that describes service contributions. Detail your contribution to service (this can be accomplished with a brief narrative at the start of the appropriate section).

## APPENDIX C: Submission Procedures and Deadlines

The application materials must be submitted through the *INTERFOLIO* Website via Log in to ensure confidentiality once the intention to apply is declared via email to **INT-prc@pratt.edu**

### **Application Materials Checklist Worksheet for all Applicants**

**Submission Format Application should be formatted into the following separate files, per INTERFOLIO:** (Interfolio order subject to change) All files shall be .pdf format (mp4, as needed)

1. Letter of Application
2. Curriculum Vitae + Statement of Intent
3. DEI Statement
4. Evidence of Teaching Performance
5. Evidence of Academic and Professional Work
6. Evidence of Service
7. Letters of Reference/Recommendations, as required (see above - not provided by applicant)
8. Course Evaluations (not provided by the applicant, they are solicited by PRC with Union Representative)

### **Reminder:**

Attribution Work submitted in the application must be clearly credited [ex. sole authorship, collectively authored, collaboration vs. employment, contribution to the project, etc.]. This is important for the evaluators' understanding of the applicant and vital to upholding academic and professional standards. Improper or misleading crediting of work will not be tolerated.

### **Submission Deadlines:**

Late submissions are not possible as the *INTERFOLIO* portal will lock on the due date at 11:59 pm.

### **Communication:**

All communications from applicants should be addressed to the Chair of the Peer Review Committee at INT-[PRC@pratt.edu](mailto:INT-PRC@pratt.edu)



## APPENDIX D: Intent to Apply Worksheet - sample information

**(applicants will fill out the Worksheet provided by PRC)**

Applicants must declare their intention to apply for a promotion in rank or change of status by completing this form and submitting it via email to [INT-prc@pratt.edu](mailto:INT-prc@pratt.edu) by 5 pm on the day of the deadlines below.

**Deadline:**      **xx**

Faculty Applicant Name: \_\_\_\_\_

Faculty Applicant Current Status: \_\_\_\_\_

Faculty Applicant Current Rank \_\_\_\_\_

First Date of Employment with INT Department \_\_\_\_\_

Years at Current Status and Rank listed chronologically and explaining any semester gaps. Please make note of semesters where Applicant taught at Pratt but outside of the Interior Design department  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Status and/or Rank for which the Applicant would like to be considered: \_\_\_\_\_

Would you like your name listed as an applicant, to be able to confer with other applicants?    Yes    No

If you are applying for final Tenure review or CCE please list 2-5 names to be contacted for external evaluator.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

If you are applying for final Tenure review or CCE you may list up to 2 names of external evaluators not to be contacted.

1. \_\_\_\_\_
2. \_\_\_\_\_