

# **Pratt Institute | Department of Interior Design Peer Review Committee 2023/2024 Introduction and Application Guidelines for Appointments, Reappointments, Promotions and Tenure [ARPT]**

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# I. Peer Review Committee

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

- A purpose of the PRC is to help meet accreditation requirements for the School and Institute.
- To comply with the Collective Bargaining Agreement.
- To provide a fair and responsible process for peer review in order to facilitate faculty development and advancement.
- 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 by the Department Faculty anonymously. Members shall be nominated and elected in the Spring term by faculty and shall each serve for two years, to create staggered terms.
2. PRC Chair works in good faith, taking nominations per votes, to compose the next PRC with diversity and fairness. The PRC 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 votes.
3. The Peer Review Committee [PRC] shall ideally consist of: [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
4. The Committee shall vote each year, to appoint a Chair to serve for a one-year term.
5. After PRC Service of [2] two years, anyone may be nominated to serve again. There is no stipulation on repeating service.
6. Any faculty member who cannot or does not wish to serve may recuse themselves.
7. 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 which case the Committee shall appoint a temporary replacement to fulfill its requirements.
8. If a serving member of the committee needed to recuse themselves because of 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.
9. To consider diversity of the PRC, most members selected by the PRC will have at least attained the rank and/or status sought by the applicant when possible.
10. The PRC committee shall work confidentially.
11. 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.
12. 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 check list and Guidelines  
(applicant must confirm with Human Resources)
4. Observe faculty in classroom
5. Committee Confers on applicant
6. Letter is written to Department of Interior Design Chair and forwarded on 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. Also see the School of Design-SOD-Guidelines, and the Department Guidelines.

Note: Applicants must be teaching at Pratt in the semester that they apply for 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 23-24, and Dept. of Interior Design Dates supersede these per the PRC Decisions. The following “bolded” are for 2023-2024.**

- **Faculty Applicant Intent to Apply [via email to [int-prc@pratt.edu](mailto:int-prc@pratt.edu) and [dschnei@pratt.edu](mailto:dschnei@pratt.edu) ]**  
**First Call: Due fourth Friday in May (due May 26, 2023, Send May 1, 2023). [REQUIRED FOR CCE and Final Tenure APPLICANTS].**  
**Second call: Due first Tuesday of September (due September 5, 2023, send August 28, 2023).**
- **Faculty Applicant (Full-Time--Tenure--Final review) to the Peer Review Committee [via *INTERFOLIO*:] Due 8pm First Tuesday in September (N/A SY 23-24)**
- **Faculty Applicant (Full-Time--Tenure--3rd year and 5th year review) to the Peer Review Committee [via *INTERFOLIO*:] Due 8pm Second Tuesday in October (October 10, 2023)**
- **Faculty Applicant (Part-Time) to the Peer Review Committee [via *INTERFOLIO*:] Due 8pm Second Tuesday in October (October 10, 2023)**
- **Faculty Applicant (Application for CCE) to the Peer Review Committee [via *INTERFOLIO*:] Due 8pm First Tuesday in September (N/A SY 23-24)**
- Peer Review Committee to Chairperson [via *INTERFOLIO*:] December 8, 2023
- Chairperson to Dean [via *INTERFOLIO*:] January 26, 2024
- Dean to Provost [via *INTERFOLIO*:] March 1, 2024
- Faculty Notified by Provost [via paper mail]: April 26, 2024

- Confirmation from Board of Trustees: May 15, 2024

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.

An advancement in status is a *change of status*.

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

An advancement in rank is a *promotion in rank*.

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

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

For further reference, see Pratt Union Collective Bargaining Agreement and/or Pratt Faculty Handbook on faculty Senate website.

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

There are four levels: *Instructor, Assistant Professor, Associate Professor, Professor*.

Status indicates employment level. Change in Status increases teaching load limits and enhances employment benefits. There are five levels:

*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. Existing and future Adjunct faculty choosing not to teach a minimum of 50% of a full-time equivalent workload for two semesters (whether consecutive or not) shall have their status changed to Visiting. 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* Teaching load of 12 contact hours a semester

*Full-Time with Tenure* is the same as Full-Time status with 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**

##### **a. Curriculum Vitae**

Information must be thorough, detailed and factual.

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

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

1. an explanation of why applicant should be considered for desired status and/or rank
  2. a description of how the advancement in status and/or rank will support the applicant, the department, the institute, the discipline, the associated professions.
  3. an outline of 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.
- Applicant should also integrate reference to the teaching performance points listed below, and include a short section on how the work supports and contributes to the department.
- Applications for change in status should demonstrate that the applicant's teaching expertise aligns with the curricular needs of the department.

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

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

#### **>Evidence of Teaching Performance**

1. Provide a clearly organized list of course name, number, and semester(s) of courses taught in chronological order
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 three (3) examples maximum, 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). Focus should be on the last three 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 not to exceed four (4) pages each.

Note: Once applicant has submitted their application 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 of the courses they are teaching in the fall semester.

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

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

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

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

a. Provide a Table of Contents listing scholarship, research, creative activity and/or professional accomplishments for the period of consideration (ex. required semesters and/or period of tenure-related review).

For Tenure-related review and/or appointment, include only work since F/T hire.

For Part-time applicants, include only work since hire or last promotion.

b. Academic may include (provide a maximum of five (5) selections):

copies of lectures [external to Pratt],

chapters, articles or other published work

A scan of cover, ISBN and publication details, table of contents, and your article or relevant pages should be included, with the text.

c. Professional--examples of current professional work, copies of competitions, lectures, articles or other published work Provide a maximum of ten (10) selections. Please clarify role in collaborative work.

### **>Evidence of Service**

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

### **>Letters of Reference/Recommendation -- for Tenure review or CCE only.**

a. Letters of recommendation are required for Tenure review (4 letters are required, 5<sup>th</sup> optional) and for change of status to CCE, (3 letters are required). Letters for Tenure and CCE review are requested by the PRC.

- See below in *Section F. Criteria for Tenure*, for more detailed information regarding External Evaluators for Tenure applications.
- See below in *Section G. External Evaluators for CCE Applications*, for more detailed information regarding External Evaluators for CCE applications.

### **>Course Evaluations**

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

## **D. Criteria for Promotion in Rank**

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

From *Instructor to Assistant Professor*, *Minimum of 2 years* of teaching at the Instructor level at Pratt within the Department. Hold appropriate degree and/or have achieved equivalent professional accomplishments. Demonstrate professional competence in the areas of creative and scholarly work, professional activity, and service to the Institute. Potential or proven excellence in teaching.

From *Assistant Professor to Associate Professor*, *Minimum of 3 years (6 semesters)* of teaching at the Assistant level 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 at the Associate level 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)

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

Length of service at any rank is not, in and of itself, sufficient basis for promotion. Applicants for Change of Status should address the key criteria listed below. Minimum number of years noted refer to employment in Pratt's Interior Design department and completed by date of application, see *APPENDIX B: Evaluation Considerations* for more details.

From *Visiting to Adjunct*, Minimum of 3 years (6 semesters) of continuous teaching at the Visiting level at Pratt within the Department (please provide an explanation if there is a break in teaching). 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 service. 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, 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 career. Demonstrate expertise appropriate to the long-range goals of the Department, School of Design, and the Institute. Demonstrate a significant record of service to and leadership in the Department. Institutional service will be considered, as well.

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

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

- Full-Time Non-Tenured 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 the appointment within the first year. No other requirements or restrictions are placed upon the faculty in the remaining two years of the initial appointment.
- After the initial appointment, Full-Time Non-Tenured 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,
- 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.

- The applicant should be able to demonstrate through their work that they are making good progress toward their application for Tenure, during the third and fifth year reviews.
- For **Full-Time** Non-Tenured reappointment, the application shall consist of the Items listed above in Section C, Recommended Support Materials for Promotion and Tenure.

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

- 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.
- 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.
- Considerations for this submission including courses taught and to be taught, syllabi, examples of student work.
- The applicant should be able to demonstrate through their work that they have leadership
- per national recognition in the interior design discipline through their academic, professional, and service-related activities. The Statement of Intent will outline in detail, the applicant's work and trajectory.

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:**

#### **1) The Applicant's Statement of Intent**

Note 1: Status--Statement will address aspects of Tenure, and will 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 context for how they express leadership as national recognition.

The Statement will include explanations of Academic Scholarship and/or Professional Work, Pedagogy, Teaching. (\*Note: External evaluation will not address Teaching abilities even though there will be reference to this work in the CV and Statement, as this is internal to Pratt Institute.)

Note 2: Rank--Statement may address aspects of Promotion from Associate to full Professor (rank). Applicant's 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.)

2) The Applicant's CV (with the six years of tenure-associated with F/T hire activity clearly indicated/highlighted)



3) Dossier Portfolio (s) of Academic (Scholarship/Creative Practice) and Professional Work (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 work activities and directions, that are nationally recognized. 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:

- leadership in service-related activities
- leadership in community-related activities
- 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/>)
- dissemination through nationally recognized publications of peer-reviewed academic scholarship
- dissemination through nationally recognized publications of professional work
- dissemination through nationally recognized conference or symposium presentation
- dissemination through exhibition, 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, 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 done in comparison to the partner or co-author, may be necessary to explain.

**4. External Evaluators (Tenure):**

To fulfill criteria for tenure review and appointment, external letters of evaluation will be sought. 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. There will be a total of (4) four external referees/evaluators, (2) from a list provided by the applicant, and (2) from a list provided by the PRC.

**External Evaluators Proposed by the Applicant:**

Applicants must submit 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 what their relationship to the person is, and why they believe they are a good selection for evaluation. There shall be no specific association to the applicant.

Note: An optional sixth collegial referee/evaluator (who is from another department) may be listed by the applicant from Pratt Institute. This referee would serve as the fifth (5th) evaluator, and should be listed separately, as “collegial referee” on the applicant list proposing the other 2-5 external reviewers. This referee may be contacted by the applicant to ask if they are willing to write the letter. This referee will also have access to the Interfolio materials.

## **5. External Evaluator Selection Criteria for Applicants and PRC to Consider:**

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

### **Background of the 4 referees:**

- all academic referees must be tenured and be at associate or professor rank; and/or administration status, such as: director, chair, department head, dean
- 2 of the academic referees (minimum) shall be from United States or Canada
- 2 of 4 referees must have background associated with applicant's academic line of work
- 2 of 4 referees will be able to evaluate from a broad view of the interior design discipline (note: PRC will assess associated and broad background)

### **Combination Options:**

- a minimum of 3 referees shall be academic
- 1 referee may be a professional  
(ex. head of nationally recognized organization or design office principal)

## **6. Referee/Evaluator Selection Method:**

- PRC will make good-faith attempts to obtain evaluations from the applicants' top two referees and, if unsuccessful, will proceed down the list until two references are secured. The PRC may contact applicants for additional potential referees if their original list does not result in two references.
- Applicants may list up to two (2) names of people not be contacted for this purpose.
- All external evaluators will be solicited by the PRC per the above criteria.
- The evaluators/referees and their evaluations will be confidential to the PRC and upper administration only (applicant will not know who of the (4) referees/evaluators, were selected).

## **G. External Evaluators for CCE Applications**

### **1. External Evaluators (CCE):**

To fulfill criteria for CCE application, external letters of evaluation will be sought. These letters are confidential to the PRC and upper administration—the applicant/candidate will not know who was selected for their three external reviewers. Letters will be submitted through the secure Interfolio process. There will be a total of (3) three external referees/evaluators, (2) from a list provided by the applicant, and (1) from a list provided by the PRC.

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

Applicants must submit 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 what their relationship to the person is, and why they believe they are a good selection for evaluation. There shall be no specific association to the applicant.

## **2. External Evaluator Selection Criteria for Applicants and PRC to Consider:**

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

### **Background of the 3 referees:**

- all academic referees must be tenured and be at associate or professor rank; and/or administration status, such as: director, chair, department head, dean

- 2 of the academic referees (minimum) shall be from United States or Canada
- 2 of 3 referees must have background associated with applicant's academic line of work
- 2 of 3 referees will be able to evaluate from a broad view of the interior design discipline  
(note: PRC will assess associated and broad background)

**Combination Options:**

- a minimum of 2 referees shall be academic
- 1 referee may be a professional  
(ex. head of nationally recognized organization or design office principal)

**3. Referee/Evaluator Selection Method:**

- PRC will make good-faith attempts to obtain evaluations from the applicants' top two referees and, if unsuccessful, will proceed down the list until two references are secured. The PRC may contact applicants for additional potential referees if their original list does not result in two references.
- Applicants may list up to two (2) names of people not to be contacted for this purpose.
- All external evaluators will be solicited by the PRC per the above criteria.
- The evaluators/referees and their evaluations will be confidential to the PRC and upper administration only (applicant will not know who of the (3) referees/evaluators, were selected).

**APPENDICES FOLLOW**

# APPENDIX

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

Any submission for promotion in rank or status, as well 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, and insert to make relevant.):

### 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 clearly identify your contribution.

### 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.

Entries of publications, reviews, blogs, etc. that feature your work, can also be listed like a bibliography.

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

### EXHIBITIONS AND COMPETITIONS

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

### LECTURES, PRESENTATIONS, SYMPOSIA, WORKSHOPS

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

#### **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, also, 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 that is separate from Academic Service concerning committee or Board work. Ex. includes: NYC design or pedagogical partnership, local, national international association for research that is unpublished. Explain relation to organization, non-profit, NGO, etc.

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

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

## APPENDIX B: Evaluation Considerations

For promotions in general, the higher the rank sought the more stringently 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, changes in status emphasizes 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. 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, and 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, its level of recognition among peers, and its 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, and external boards and committees, etc.). Include an annotated list that describes service contributions.

## **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 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 project, etc.]. Not only is this important for the evaluators' understanding of the applicant but vital to upholding academic and professional standards. Improper or misleading crediting of work will not be tolerated.

### **Submission Deadlines:**

a. All submissions must be uploaded to *INTERFOLIO* by:

8pm, First Tuesday in September [NA SY 23-24 (full-time–final-tenure)]

8pm, First Tuesday in September [September 5, 2023 (Adjunct with CCE)]

8pm Second Tuesday of October [October 10th, 2023 (full-time–3rd year and 5th-tenure review)]

8pm Second Tuesday of October [October 10th, 2023 (part-time faculty - not including CCE)]

b. Late submissions are not possible as the *INTERFOLIO* portal will lock on the above date at 8pm.

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

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

**(applicants will fill out 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 via email to [INT-prc@pratt.edu](mailto:INT-prc@pratt.edu) **by 5pm** on day of deadlines below.

**Deadline:**        **xx**

**Second call:**    **xx**

Date:

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Faculty Applicant Name:

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Faculty Applicant Current Status:

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Faculty Applicant Current Rank:

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First Date of Employment with INT Department:

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Years at Current Status and Rank listed  
chronologically and explaining any semester gaps.  
Listed semesters should only be for work in the  
Department of Interior Design.

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

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Would you like your name listed as an applicant, to be able to confer with other applicants?

Yes, I want my name listed.

No, I wish to remain private and not listed.

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## **Appendix E: Sample Letters of Invitation for Tenure Review External Evaluators** (deadlines for submittals to be verified each year)

**DATE on Pratt Letterhead (via email)**

**Name/Titles/Address**

**Dear XXX:**

I write to you as the current Chair of our Peer Review Committee (PRC).  
You have been identified to be an external evaluator for **XXXX Prof. XXXX XXXX**, a candidate for tenure in Pratt Institute's Department of Interior Design. Your letter will be confidential, and the candidate will not be aware of your selection or agreement to evaluate.

The candidate's CV, Statement of Intent, Dossier of Academic (scholarship/creative practice) and/or Professional Work will be uploaded to our Interfolio website. Secure access will be given to you on or about September 12, 2022. We request that your completed letter will be uploaded to this website no later than October 31<sup>st</sup>, 2022 (or 5 weeks). Another letter will arrive in September when the Dossier is live, for your use.

Please refer to the attached explanation of Pratt Institute's Department of Interior Design's national recognition and leadership values and criteria, for which your evaluation will be based.

Questions to respond to consist of the following:

1. State if or how you know the candidate.
2. In your opinion, evaluate the quality of academic/professional work provided; and, select examples describing the most impactful work by the candidate.
3. Does the candidate's work (academic scholarship/creative practice, professional work, community engagement, service, etc.) taken as a whole constitute a significant contribution to the field/discipline of interior design? Explain how you understand the candidate's original contribution and/or leadership in these regards.
4. Explain the potential for the candidate's future growth and achievement.
5. Based on the evaluation criteria, has the candidate's dossier given substantial evidence for achieving tenure

Will you kindly accept this invitation to be an external referee?

**Sincerely yours,**

**PRC CHAIR SY2021-2022 (note: inviting in Spring)**

\*\*\*\*\*

**DATE on Pratt Letterhead (via email)**

**Name/Titles/Address**

**Dear XXX:**

Thank you for agreeing to be an external evaluator for **XXXX Prof. xxxxx xxxx**, a candidate for tenure in Pratt Institute's Department of Interior Design. Your letter will be confidential, and the candidate will not be aware of your selection or agreement to evaluate.

Please refer to the attached explanation of Pratt Institute's Department of Interior Design's national recognition leadership values and criteria, for which your evaluation will be based.

The candidate's CV, Statement of Intent, Dossier of Academic (scholarship/creative practice) and/or Professional Work has been uploaded to our Interfolio website, and access is now given to you. Please note, that though the candidate's Statement of Intent may be referring to their interest in being appointed to a higher rank (professor), and will be referring to their teaching (you have been given access to the applicants teaching portfolio for reference but you are not asked to evaluate that work), your evaluation is only referring to the conferral of a status change for tenure, and the work submitted in the Dossier per Interfolio.

Please refer to the attached explanation of Pratt Institute's Department of Interior Design's national recognition and leadership values and criteria, for which your evaluation will be based.

Questions to respond to consist of the following:

1. State if or how you know the candidate.
2. In your opinion, evaluate the quality of academic/professional work provided; and, select examples describing the most impactful work by the candidate.
3. Does the candidate's work (academic scholarship/creative practice, professional work, community engagement, service, etc.) taken as a whole constitute a significant contribution to the field/discipline of interior design? Explain how you understand the candidate's original contribution and/or leadership in these regards.
4. Explain the potential for the candidate's future growth and achievement.
5. Based on the evaluation criteria, has the candidate's dossier given substantial evidence for achieving tenure

**Please address your letter to the Peer Review Committee. Your letter is DUE (NA SY 23/24). Please upload your letter to our Interfolio, with these XXXXX (ADD) instructions.**

**Sincerely yours,**

**PRC CHAIR SY2022-2023 (note: opens file for external evaluations in Fall)**