



FINE ARTS DEPARTMENT

PEER REVIEW ARPT Standards and Procedures

Appointment, Reappointment, Promotion, and Tenure

Important DEADLINES for the **2022-2023** review cycle

Intent to Apply deadline – **Sept. 9, 2022**

Final Application Submission Deadline - **Oct. 14, 2022**

QUESTIONS

Prof. Patricia Madeja, Peer Review Committee Chair

prc@pratt.edu (please use this email for all PRC communications)

Table of Contents

Introduction	page 3
Collective Bargaining Agreement Information (CBA)	page 3
Peer Review Committee	page 3-4
Deadlines	page 4
Definition of Terms	page 5
Criteria for Promotion	page 6
Criteria for Changes in Status	page 6-7
Application Packet Materials & Requirements	page 7-12
Standards of Evaluation	page 12-13
INTERFOLIO FAQ and Tips	page 13-15
Dossier	page 13
Viewing Your Case	page 14
Append and Affix	page 14-15
Getting Help	page 15
Additional Tips	page 15

INTRODUCTION

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

Collective Bargaining Agreement 2016-2021

A copy of the CBA can be found at <https://www.pratt-union.org/documents>

- Evaluation reports and recommendations concerning reappointment, promotion and/or tenure, as set forth in *Article 16.2* of the CBA, shall be in writing and shall be forwarded to the Chairperson and/or Area Head.
 - The Chairperson and/or Area Head shall add his or her letter and copies of these evaluation reports, recommendations and comments shall be made available to the individual faculty member involved who shall have the opportunity to **append or affix** his or her comments. *see page 13 for details on Append and Affix*
 - These recommendations will then be forwarded to the Dean of the School or of the Library, who shall add his or her letter, with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments.
 - These recommendations will then be forwarded to the Provost, or such other academic administrative officer as may be designated by the Board of Trustees, for review and recommendation with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments.
 - Final determination is by the expressed approval of the Board of Trustees.
 - Review and determination shall also take into account enrollment trends, distribution and budgetary considerations.
 - Differences between the recommendations made and final determination are to be clearly stated in writing setting forth the reasons for the determination.
- ARTICLE 16, APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS AND TENURE, is very relevant, particularly
- ARTICLE 16.2 explaining the role of the Peer Review Committee, see [p. 3](#)
- ARTICLE 16.3 describes the journey that the faculty member's application will take, through to the Board of Trustees.
- ARTICLE 16.5 explains details of the tenure-track.
- ARTICLE 30, TENURE, is of utmost importance
- ARTICLES 30.4 and 30.5, details the required probationary periods for Tenure and CCE.

Fine Arts Peer Review Committee

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

- Simultaneous applications for Promotion and Change in Status are permitted.
- Applications are only accepted from Faculty whose Initial Appointment Letter or First Semester Contract originates from the Fine Arts Department.
- Faculty are encouraged to review the current Collective Bargaining Agreement (CBA).
- Questions should be addressed to the Chair of the Peer Review Committee before completing the application.
- The Fine Arts PRC Chair will communicate the application deadline to faculty in accordance with the Faculty Action Calendar distributed by the Provost's Office.
- Faculty will receive adequate notice via email of Intent to Apply and Application Deadline along with the most current Standards and Guidelines.
- Faculty who teach courses in the spring semester are required to prepare ahead and arrange for a Peer Observation to be included in the application.
- Applications are submitted through INTERFOLIO.
- **All deadlines are strictly adhered to. Late or incomplete applications will not be reviewed. Applications missing any required materials are considered incomplete.**
- IT IS THE RESPONSIBILITY OF THE APPLICANT TO CAREFULLY REVIEW THE STANDARDS AND PROCEDURES and SUBMIT A COMPLETE, COMPREHENSIVE AND PROFESSIONAL APPLICATION.

DEADLINES

All applications are accepted and reviewed through [INTERFOLIO](#). A **CASE** must be created for the applicant before the Application Packet can be completed. Therefore, it is necessary to provide your **"Intent to Apply"** to the PRC Chair by the specified deadline.

Intent to Apply Fri. Sept. 9, 2022

Use this Google [FORM](#) to indicate your **Intent to Apply** for ARPT or send an email to prc@pratt.edu (this is NOT your Application Cover Letter)

- Include your current Rank and Status
- Include the Faculty Action you will be applying for:
Promotion-Change in Rank, Change in Status, Reappointment, or Tenure
- You can expect a CASE to be opened for you immediately following the "Intent to Apply" deadline. If you do not receive an email from Interfolio indicating your CASE has been opened, please follow up with an email to prc@pratt.edu as soon as possible.
- Applications can be withdrawn at any time in the process

Application Fri. Oct. 14, 2022 - 11:59pm

This is a firm deadline and no late applications will be reviewed.

DEFINITIONS OF TERMS

1. **RANK** - indicates academic level

At Pratt, the Ranks are:

- Instructor
- Assistant Professor
- Associate Professor
- Professor

A change in Rank is referred to as a “**PROMOTION**”

2. **STATUS** - indicates employment level

At Pratt, Status titles are:

- **VISITING**
 - Part-time teaching, limited to 50% of full-time workload at the discretion of the Administration.
- **ADJUNCT**
 - Part-time teaching, limited to 75% of a full-time workload.
 - A minimum of 50% of full-time workload is required.
 - Adjunct Faculty may elect to purchase health coverage offered by the Administration.
- **ADJUNCT w/ CERTIFICATE OF CONTINUOUS EMPLOYMENT [CCE]**
 - CCE is Adjunct tenure status.
 - “*Every effort*” is made to provide the CCE with “(3/4) of a full-time workload” [CBA 23.3(a)].
 - In addition to full tenure protections, benefits include - tuition remission, retirement/pension plan, and health coverage.
- **FULL-TIME REAPPOINTMENT [tenure-track]**
 - Typically, the full-time tenure-track faculty member “will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year” [CBA 16.5].
 - However, “each two years of prior full-time faculty service at an accredited college or university shall be credited as equivalent to one year of full-time service at Pratt Institute for purposes of eligibility for tenure to a maximum of two years full-time service at Pratt” [CBA 30.4].
 - Benefits include - tuition remission, tuition exchange, retirement/pension plan, and health coverage.
- **FULL-TIME [tenured]**
 - Full-time faculty members who have served in a continuous manner for a probationary period of seven (7) years shall be reappointed for an eighth year with tenure or shall receive a terminal contract” [CBA 30.4].
 - Past practice allows the full-time faculty member who held a CCE prior to their full-time appointment to resume their CCE status should they not be reappointed with tenure.

An upgrade in STATUS is referred to as a “**CHANGE IN STATUS**”

CRITERIA FOR PROMOTION

- **For Promotion to Assistant Professor**

- Must have 3-5 years of excellence in teaching at the Instructor level.
- May apply in the beginning of the 3rd year of their current rank.
- Must have a record of professional accomplishments, including an active or promising exhibition record.
- Should demonstrate some service to the Department.

- **For Promotion to Associate Professor**

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

- **For Promotion to Professor**

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

NOTE:

Service to the Department is encouraged for anyone applying for Promotion.
See *"Standards of Evaluation"* page 12-13.

CRITERIA FOR CHANGE IN STATUS

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

- **From Visiting to Adjunct**

- Must have 6-10 semesters teaching as a Visitor; time served alone is no assurance of advancement.
- May apply in the beginning of the 5th semester of their current status.
- Should demonstrate an ability and willingness to fulfill the increased commitment in teaching (a minimum 50% of a Full-time workload) and service that an adjunct appointment carries.
- Should have a growing and promising record of achievement in their professional area(s) of expertise.
- Expected to demonstrate an active record of service to the Department.

- **Conferral of the Certificate of Continuous Employment (CCE):**

- Must have served a minimum of 10 semesters teaching as an Adjunct; years as a Visitor do not apply.
- May apply at the beginning of their 9th semester; time served alone is no assurance of advancement.
- Must present evidence of maintaining a minimum 50% of a Full-time workload, which may include release time.
- Must show evidence of the ability to teach a diversity of courses within their Program or across the Department.
- Must demonstrate an outstanding level of achievement and commitment in their teaching and professional career
- Expected leadership and service in the Department.
- Evaluation is based on excellence in Teaching, Research / Professional Practice.

- **From Part-Time to Full-Time:**

- All Full-time appointments are subject to an open search process and applications for Full-time appointments are NOT reviewed by the PRC.

- **Full-Time Reappointment or Tenure:**

- Applications for Reappointment and Tenure are reviewed by the PRC.
- Must demonstrate their continuing excellence in teaching, research and professional career.
- Expected leadership and service in the Department.
- Expected to continue making significant contributions to the Department and fulfill an increased level of service to both the Department and Institute.
- Applications for Reappointment are required to be submitted in the 5th semester and again in the 9th semester of the Full-time appointment process.

NOTE:

Service to the Department and Institute is encouraged for anyone applying for a Change in Status. See “Standards of Evaluation” page 12-13.

APPLICATION PACKET MATERIALS & REQUIREMENTS

Promotion, Change in Status, Certificate of Continuous Employment (CCE), Full-Time Reappointment and Tenure

1. Application Cover Letter

- Addressed to the Fine Arts Peer Review Committee
- Clearly and correctly state the applicant’s current Rank and Status, year[s] of conferral, and the specific Faculty Action[s] being applied for. If you are uncertain of your current Rank and Status or timeline contact HR.
- Make a compelling case as to why the applicant should be recommended by the committee.
- Present a clear and convincing summary and highlights of candidate’s support materials.

1a. Substantiation of Current Rank and Status

- upload a screenshot (PDF) of your Faculty Campus Directory page from the Pratt website

1b. Faculty Personnel Action Checklist

- complete the form in Interfolio provided by the Provost's office
- **If you are unsure of your current Rank and Status contact Human Resources.**

2. Academic CV/Resume*

- A current, comprehensive, and complete record of the applicant's education, employment history, professional activities, acknowledgements, contributions to the field, public service, and teaching.
- A complete list of all Rank & Status held at the Institute with the number of years served at all academic levels clearly indicated.
- ***REQUIRED Standard Academic CV format** – see [CAA Standards and Guidelines for CV](#)

3. Artist Statement

- A current artist statement
- The PRC offers this information as a [GUIDE](#)

4. Evidence of Teaching Performance

A. Statement of Teaching Philosophy

- A concise statement clearly articulating your teaching philosophy
- The PRC offers these guides: [GUIDE 1](#) [GUIDE 2](#)

B. Verification of Courses Taught in the year of application

- A PDF screenshot from Canvas showing all courses taught within the academic year of the application including previous Spring & current Fall semesters.

C. Syllabi

- ALL syllabi for course numbers taught within the calendar year of the application including previous Spring and current Fall semesters. DO NOT include syllabi for multiple sections of the same course unless they differ significantly.
- Syllabi must meet the CURRENT Institute and Department standards and use the CURRENT TEMPLATE required by the Office of the Provost. [TEMPLATE](#) – scroll down to the bottom. Academic [POLICIES](#) - on this page.

D. Student Work:

A minimum of 15 and MAXIMUM of 20 images, film, video, writing assignments, or projects of student work. Images/works should be annotated or accompanied by an image list identifying some or all of the following: name of the student, title of the artwork or writing, materials, techniques, date of creation, assignment, or other relevant information.

IMPORTANT: Images can become distorted in Interfolio. To avoid this problem the PRC strongly recommends creating a PowerPoint with annotated images. Save the PowerPoint as a PDF and upload the PDF to Interfolio. There is no limit to the number of PowerPoints/PDFs that can be uploaded to the portfolio section of the Case Packet.

E. Peer Observations

- ✓ One Peer Observation is required for **each distinct course number** (NOT SECTION) being taught in the **calendar year**.
- ✓ This means a Peer Observations for courses taught in both the previous Spring and/or the current Fall semester.
- ✓ NO MORE THAN 3 Peer Observations are required in TOTAL.
- ✓ Applications missing Peer Observations will be considered incomplete and not reviewed by the PRC.

Peer Observation Requirements and Procedures:

- Peer Observation Forms must be completed and dated within the calendar year including courses taught in the previous Spring semester and/or current Fall semester.
IMPORTANT: Faculty who teach specific courses only in the previous Spring semester are responsible for planning ahead and scheduling their Peer Observation within the calendar year.
- Applicants are solely responsible for initiating and scheduling their Peer Observations.
- Applicants should invite peers who are familiar with and understand their discipline(s).
- The PRC encourages different Peer Observers for each course being observed to provide multiple viewpoints. The choice of peers is NOT limited to PRC members and may include any Fine Arts Department faculty or faculty from other Departments within the Institute. Faculty Observers must be current members of the UFTC local 1460. Observations by Fine Arts Administration or non-faculty personnel will not be recognized and the application will be considered incomplete.
- Faculty are expected to distinguish Peer Observers from Letter of Recommendation writers. Peer Observations are NOT Letters of Recommendation and should not be written as such!
- Applicants are responsible for providing Observers this FILLABLE PDF Peer Observation [FORM](#) or request the form at prc@pratt.edu. **Only Peer Observations submitted using the form will be accepted.**
- Peer Observations are required to be confidential and must be requested using the CONFIDENTIAL LETTER REQUEST tool in the Interfolio Dossier [INSTRUCTIONS HERE](#)
- Once your Interfolio Case has been opened in the Fall, you can begin adding your Observation from your Dossier to your Application Packet [INSTRUCTIONS HERE](#)

5. Requirement for Letters of Recommendation

- ✓ **NEW** Letters of Recommendation must be current and dated within **2 years** of the application cycle.
For example, letters dated in 2021 and 2022 will be acceptable for this application cycle. The PRC voted on this change to provide greater flexibility to faculty should an application be rejected for missing materials.
- ✓ Letters of Recommendation by Pratt Fine Arts Administration or Pratt non-faculty personnel will not be recognized with the exception of those holding the title of “Director”.

- ✓ Letters of Recommendation may include faculty or directors from Pratt's partner school Munson Williams Proctor.
- ✓ Letters of Recommendation are **NOT** PEER OBSERVATIONS
- ✓ Letters of Recommendation are required to be confidential and must be requested using the CONFIDENTIAL LETTER REQUEST TOOL in the Interfolio Dossier [INSTRUCTIONS HERE](#)
- ✓ Once the confidential letters are received, the applicant must add the documents from the Dossier to the Application Packet [INSTRUCTIONS HERE](#)
- ✓ see **FAQ page 13 & 14** for guidance on requesting confidential letters and adding them to the application packet

★ FOR PROMOTION & ADJUNCT STATUS

A minimum of 2 letters of recommendation with a maximum of 4 are required.

- A minimum of 1 letter from a non-Pratt-affiliated, established and recognized professional within the field of the applicant's expertise.
- And a minimum of 1 letter from a Pratt affiliated professional.

Criteria for Professional Letters

- Letters should be addressed to the PRC
- Letter must be written on the **professional letterhead** of the recommender, **dated within 2 years** of the application cycle, and **signed by the recommender**.
- The recommender should identify their professional affiliation and their connection to the applicant in their letter.
- Letters should address the applicant's contributions to their area/s of expertise and professional accomplishments in their field.
- Letters not meeting these criteria risk not being accepted by the PRC.

Criteria for Internal Letters

- Letters should be addressed to the PRC
- Letters must be written on **Pratt letterhead**, **dated within 2 years** of the application cycle and **signed by the recommender**.
- Pratt affiliated recommenders should be asked to address the applicant's pedagogy and contributions to the Fine Arts Department and the Institute.
- Faculty are highly encouraged to distinguish Recommenders from Peer Observers.
- Letters not meeting these criteria risk not being accepted by the PRC.

★ FOR CERTIFICATE OF CONTINUOUS EMPLOYMENT (CCE), FULL-TIME REAPPOINTMENT, AND TENURE

A minimum of 5 letters of recommendation with a maximum of 10 are required.

- A minimum of 3 letters from non-Pratt affiliated, established and recognized professionals within the field of the applicant's expertise
- And a minimum of 2 letters from Pratt affiliated professionals.

Criteria for Professional Letters

- Letters should be addressed to the PRC
- Letter must be written on the **professional letterhead** of the recommender, **dated within 2 years** of the application cycle, and **signed by the recommender**.

- The recommender should identify their professional affiliation and their connection to the applicant in their letter.
- Letters should address the applicant's contributions to their area/s of expertise and professional accomplishments in their field.
- Letters not meeting these criteria risk not being accepted by the PRC.

Criteria for Internal Letters

- Letters should be addressed to the PRC
- Letters must be written on **Pratt letterhead, dated within 2 years** of the application cycle and **signed by the recommender**.
- Pratt affiliated recommenders should be asked to address the applicant's pedagogy and contributions to the Fine Arts Department and the Institute.
- Faculty are highly encouraged to distinguish Recommenders from Peer Observers.
- Letters not meeting these criteria risk not being accepted by the PRC.

6. Departmental and Institutional Service

Please use this FILLABLE PDF Service Record [FORM](#) to provide a list of Departmental and/or Institutional service. Download the form to complete.

NOTES ON SERVICE

- "...The Departmental Committees on ARPT shall develop standards of eligibility, fitness and evaluation which shall include teaching effectiveness and professional competence and may include non-teaching responsibilities, Institute service and public service." [CBA Article XVI: 16.2]
- Participation in Survey and Critiques for which classes are canceled will not be considered service by the PRC.
- Participation in critiques outside of scheduled teaching are considered service.
- Please consult the Department for a list of suggested service opportunities.

7. Artist / Writers Portfolio

All applicants are required to submit a well-organized, annotated and professional portfolio as part of their application. This includes faculty who teach seminar.

Portfolio Materials

- Include a maximum of 20 images, film, video, published works, essays, and/or weblinks of the applicant's professional work. When appropriate submissions should be annotated with titles, materials, techniques, date of creation, and/or any other relevant information.
- Include support materials attesting to the applicant's professional accomplishments such as press, featured reviews, exhibition announcements, published works, catalog essays, etc.
- **Images can become distorted in Interfolio. To avoid this problem the PRC strongly recommends creating a PowerPoint with annotated images. Save the PowerPoint as a**

PDF and upload the PDF to Interfolio. There is no limit to the number of PDFs that can be uploaded to the portfolio section of the Case Packet.

Standards of Evaluation

✓ **Academic CV/Resume**

Applicants are expected to include a current, comprehensive and complete record of their education and employment history, professional activities, contributions to the field, acknowledgements, teaching, and academic service presented in an Academic CV format. Indicate all Rank & Status held at Pratt or other institutions of higher learning with the number of years served at all academic levels.

see [CAA Standards and Guidelines for CV](#)

✓ **Professional Accomplishments / Portfolio /Artist Statement**

Depth and breadth of the exhibition record, published materials either by or about the applicant, performances, screenings, awards and any other evidence of professional achievement pertaining to the area of expertise.

✓ **Letters of Recommendation**

non-Pratt affiliated

Professional status and affiliation of the recommender and the quality of support demonstrated for the candidate's application.

Pratt affiliated

The quality of support demonstrated for the candidate's application.

✓ **Teaching Excellence / Teaching Effectiveness / Teaching Philosophy**

Strength of the teaching philosophy and quality of student work as presented in the application and as seen in surveys, exhibitions, and open studios. The quality of syllabi, inter-collegial interactions, peerobservations, and teaching philosophy will all be evaluated.

✓ **Student Evaluations**

The PRC may elect to review the applicant's Student Evaluations through a formal request process overseen by the Faculty Union representative.

✓ **Service**

All applicants are expected to demonstrate some service to the Department and/or Institute.

- **Departmental:** Service is construed as voluntary or compensated Department support beyond what is required for one's teaching. This could include but not be limited to serving on department/area committees, departmental searches, and/or assistance with departmental projects, programs, events, presentations, the coordination and installation of exhibitions, and participation in critiques outside of scheduled teaching. Departmental service that is compensated with Release-time or Stipend will be considered and should no longer be distinguished on the service record form.
- **Institutional Service:** Service is construed as voluntary or compensated Institute support beyond what is required for one's teaching. This could include but not be limited to serving

on Institute Search Committees, UFCT Committee or Assembly, Academic Senate, Institute Curriculum Committee, Portfolio Review Day, Open House/Studio, participating in Family Weekend, etc. Institutional service that is compensated with Release-time or Stipend will be considered and should no longer be distinguished on the service record form.

INTERFOLIO FAQ

Pratt Institute is now using *Interfolio* to manage all “Faculty Actions” - reappointment, promotion, change of status, and tenure review processes. Please be aware that Interfolio uses the term “Review, Promotion & Tenure,” but this does not necessarily reflect the given process at Pratt.

[PRATT Interfolio for ARPT](#)

[Recommended Browsers](#)

To be sure you have the best experience possible, Interfolio recommends *Google Chrome* (latest version) and *Mozilla Firefox* (latest version), *Safari* (latest version), and *Internet Explorer* (10 and above).

DOSSIER

A key component of your institution’s Interfolio instance is the individual Dossier account that each faculty member will receive. This is a private account to help you collect and manage materials for your professional reviews. You will be the only one to see what’s in your Dossier, and you can keep it for life (without charge and regardless of whether you remain at this institution).

1. Find it: my.pratt.edu > faculty > quick links > interfolio
2. Log in using your “One Key” (*available the 2nd week of classes*)
3. Go to Dossier, there’s a “Dossier Quick Start” guide at the bottom of the page

Your Dossier account includes several features that should make it easier to manage and understand reviews—before, during, and after any formal deadlines.

From within your Dossier you can:

- Store documents, images, videos, and links to online work in your account
- Organize your materials into “collections” for different purposes—for example, fellowship applications, tenure reviews, or grants
- View institutional guidelines for specific types of academic review processes
- Reuse previously submitted/assembled materials when participating in formal reviews through Interfolio
- Solicit and receive feedback from others on your campus in advance of reviews
- Request and store letters of recommendation, submitted directly by the letter writer to Interfolio and kept confidential
- CONFIDENTIAL LETTER REQUEST TOOL in the Interfolio Dossier [INSTRUCTIONS HERE](#)

TIP: Interfolio gets the name of the Confidential Request from the requesting faculty member. So be sure when you make your letter request you use the name of the person you are inviting to write for you and Letter of Recommendation or Peer Observation, not your name, in order to

distinguish these letters in your Dossier when uploading them to the appropriate section of the application.

EXAMPLE: When you use the Confidential Request function YOU give the request a title in Interfolio – for example, you set up a request titled: “Madeja Letter of Recommendation”. Madeja, your Recommender then gets your request via Interfolio email, they click on the UPLOAD LETTER button in the email and upload their letter. For a Peer Observation request you might title your request “Madeja Peer Observation”. Let’s say your recommender named the document they wrote for you “letter for xxx 2022 arpt”. When you go to your Dossier the confidential letter is titled “Madeja Letter of Recommendation” and not “letter for xxx 2022” - - **- so you gave a title to the request in Interfolio and that title endures and does not get replaced by Interfolio autonomously nor does it get replaced with the title of the recommenders filename.**

- Once the confidential letters are received they need to be added to the Application Packet [INSTRUCTIONS HERE](#)

TIP: Your Confidential Letters have been uploaded live in the “Letters” section of your Interfolio Dossier and are time stamped and all the details from request to fulfillment are logged. When you go to your Case, go to the “Letters of Recommendation” section in the application packet and click the “Add File” button to add the letter of recommendation that you requested. Instead of finding your letter by Browsing your Computer, you will “Browse my Dossier” and find the confidential letter in the Letters section of your Dossier. Then Interfolio ports a copy of the letter from my Dossier to your application.

(thank you to Jason Vigneri-Beane for offering the above clarifications)

VIEWING YOUR CASE

If you are scheduled for a committee or case review this year, your department’s PRC Chair will initiate your case. When this happens, you will receive an email notifying you a review has been initiated on your behalf. Select “View Case” in the email and you will be taken to your account home page.

NOTE: Faculty should expect your CASE to be opened immediately **following the Intent to Apply deadline**. If you do not receive an email from Interfolio indicating your CASE has been opened, please follow up with an email to prc@pratt.edu

APPEND AND AFFIX

Deadlines for all administrative steps that are relevant (Chair, Dean, Provost) will now all have the same deadline, the day prior to the scheduled spring Board of Trustees meeting and allows a faculty member to add their comments to any administrative letter (Chair, Dean, Provost) up until the final decision is made. If a faculty candidate chooses to amend their application, they should simultaneously notify their UFCT union rep (Jason Vigneri-Beane) at jvigneri@pratt.edu and the super administrator for administrative steps, Laurel Voss at lvoss@pratt.edu so that we can share the materials and case with the appropriate reviewer (Chair, Dean, Provost).

Note: Append and affix does not apply to the PRC's recommendation letter to the Chair.

Interfolio help menu on rebuttals - *Append and Affix at Pratt* [HERE](#)

GETTING HELP

For questions related to Interfolio Review Promotion & Tenure or Dossier, Interfolio provides a robust library of help articles on its website, including:

[Quick Reference Guide to Dossier Institution](#)

[For Review, Promotion, and Tenure Candidates](#)

[Manage Your Dossier Materials](#)

[Dossier Help Articles](#)

[Help for Sharing and Receiving Feedback on Dossier Materials](#)

*Interfolio Scholar Services Team at help@interfolio.com or 877.997.8807(9-6 Eastern, M-F).

***ADDITIONAL TIPS

- Interfolio HELP menu is located in the drop down under your name (top right corner)
- An application can be withdrawn at any stage of the process
- To provide multiple documents to Recommenders through Interfolio, create one PDF containing all the materials you wish to attach to the request.
- Fillable PDF's must be downloaded to the applicant's computer in order to be fillable. Once the document is completed, save and add to the Dossier and/or Application.
- Be sure your materials have uploaded completely to your Case-Packet during the work session before exiting Interfolio. Refreshing the page periodically as you work in the application guarantees your materials will be uploaded successfully.