

# Pratt Institute | Department of Industrial Design

## Peer Review Committee **2023/2024** Introduction and Application Guidelines for Appointments, Reappointments, Promotions and Tenure (ARPT)

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# Peer Review Committee

## Purpose

- A purpose of the Peer Review Committee (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 to facilitate faculty development and advancement.
- To publish, distribute and maintain clear departmental Guidelines (ARPT), for faculty review/use.

See also Collective Bargaining Agreement (CBA) <http://www.pratt-union.org/>

## Committee Composition, Selection and Work Process

- Seven elected members from the full-time and part-time faculty statuses shall comprise the department's peer review committee (PRC). Ideally, the committee should be representative of most major disciplines/subjects.
- All faculty – irrespective of status – with three or more years of service in the department are encouraged to submit their names for election to serve on the PRC.
- 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 three years.
- 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 Industrial Design, to compose the PRC, whenever possible, per nomination and votes.
- The PRC shall ideally consist of at least one each of: full-time tenured/tenure-track faculty (FTTT); adjunct faculty with CCE (tenured); and a mixture of one full-time non-tenure-track faculty (FTNTT); adjunct faculty; visiting faculty.
- Any faculty member wishing to apply for a status change, i.e., a change in faculty status from: (1) visiting to adjunct, (2) adjunct to adjunct w/CCE or (3) full-time (tenure track) to full-time tenured, should not submit their names for election, or should step down if elected from service on the PRC during the year in which their application for status change is being reviewed.
- The Committee shall vote each year, to appoint a Chair to serve for a two-year term. A new Chair will be nominated and elected thereafter.
- After PRC service of three years, anyone may be nominated to serve again. There is no stipulation on repeating service.
- Any faculty member who cannot or does not wish to serve may recuse themselves.
- 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.
- If a serving member of the committee needed to recuse themselves because of applying for advancement during their three-year term of service, that faculty member is asked to resume their three-year position after this application is finished.
- To attain the highest relevant experience and insights of the PRC, most members selected by the PRC will have at least attained the rank and/or status sought by most of the applicant(s) as much as possible.
- The PRC shall work confidentially. While the collective views of the committee can and shall be communicated to the applicant or other relevant parties via the final recommendation letter and throughout the application process including any mentoring process, all Committee members will keep confidential the identities of the respective individual Committee member's views, opinions, voting decisions and other aspects of PRC matters. Failure to keep the confidentiality will be grounds for dismissal of the responsible Committee member.

- The PRC 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.

### **Committee Review Process**

- Confirm applicant's eligibility per check list and guidelines (applicant must confirm with Human Resources).
- Open case for eligible applicants on Interfolio.
- Review application contents on Interfolio.
- Observe faculty in classroom (CCE and tenure only).
- Committee Confers on applicant.
- Letter is written to Department of Industrial Design Chair and forwarded on Interfolio.
- Letter as written to Department of Industrial Design is forwarded to applicant on Interfolio.

### **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 PRC shall maintain these files and provide required faculty and applicant security and privacy with all related documentation. This is achieved digitally through Interfolio.

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

These guidelines were developed to assist Industrial 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.

## 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.

The following dates have been updated for the academic year 2023-24

Faculty Applicant **Intent to Apply** to the Peer Review Committee Chair via email to [hyoo968@pratt.edu](mailto:hyoo968@pratt.edu)) by **Sept 1, 2023 for CCE and Tenure, and Sept. 8, 2023 for all other applications**  
Faculty Applicant (Full-Time--Tenure) to the Peer Review Committee via **Interfolio - October 13, 2023**  
Faculty Applicant (Part-Time) to the Peer Review Committee via **Interfolio - October 13, 2023**  
Peer Review Committee to Chairperson via **Interfolio - December 8, 2023**  
Chairperson to Dean via **Interfolio - January 26, 2024**  
Dean to Provost via **Interfolio - March 8, 2024**  
Faculty Notified by Provost via **Interfolio - April 26, 2024**  
**Confirmation** from Board of Trustees - **May 10, 2024**

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.

## Terms and Definitions

There are two key terms that apply to faculty appointments — **status**, and **rank**. For further reference and detailed descriptions see the [Pratt Union Collective Bargaining Agreement](#) and the [Pratt Faculty Handbook](#).

### Status

Status indicates employment level. In general, a change in status is conferred based on excellence and versatility in teaching and service. Change in Status increases teaching load limits and/or enhances employment benefits. There are five levels:

*Visiting (part-time)* Teaching load up to 50% of full-time faculty 6 credit hours 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 credit hours a semester.

*Full-Time with Tenure* is same as Full-Time status with a guarantee of full-time employment until retirement. Full-Time tenure-track appointments are a discrete process, involving a national search.

### Rank

Rank indicates academic stature. Promotion in rank enhances academic credentials. In general, promotion in rank emphasizes professional and creative accomplishments separate from teaching. There are four levels: *Instructor, Assistant Professor, Associate Professor, Professor.*

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

### **Required Support Materials for Promotion and Tenure**

Each application for promotion is as unique as an applicant, there is no one ideal candidate. Rather, successful applications will use support materials to build an argument as to why the applicant's particular history, experience, and expertise should be considered exceptionally valuable to the department's educational environment. This narrative should inform the way each application component is framed to convey how the promotion sought would mutually benefit both the applicant and the Institute. Application material should be organized as per Interfolio sections and divisions (see appendixes) as well as adhere to a consistent style guide such as Chicago, APA, or Harvard. The level of the application's writing should, at minimum, reflect what is expected of our graduate students.

### Intent to Apply Worksheet

Fill out all sections requested.

### Letter of Application

Addressed to Peer Review Committee, clearly state:

- Current school year and current status and rank.
- The number of continuous semesters taught at current status and rank.
- Desired status and/ or rank and/or tenure-track review and reappointment or tenure.
- An abstract of the argument your package develops for the promotion you seek.

### Curriculum Vitae

Information must be thorough, detailed, and factual (see appendix A). Material not adhering to this format frustrates the PRC's ability to identify critical information easily in a way that is detrimental to an application. Applications for tenure and CCE should consider using a change in text color or font to quickly identify accomplishments in the years between their hire or last promotion.

### Statement of Intent

Addressed to PRC, this document should clearly convey:

- An explanation of why applicant should receive their desired change in status and/or rank relative their definitions offered earlier in these guidelines.
- A description of how the advancement in status and/or rank will support the applicant, the department, the institute, the discipline, the associated profession.
- 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 and CCE 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 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 professional work. Successful applications will substantiate their claims with concrete examples from classroom situations.

### Evidence of Teaching Performance

This portion of the application is to be assembled as a portfolio divided into the following three sections. Tenure and CCE applications should focus on coursework of the last five years or since the last promotion.

1. A clearly organized list of course names, numbers and semester(s) of courses taught in chronological order.
2. Course syllabi with authorship noted and notes indication of changes made over time (if any). Introducing each syllabus with a summary abstract of the course will help the PRC quickly understand the breadth of teaching capability.
3. Provide examples of exemplary student work for each course for each course listed in section one. Each application is allowed up to three examples of teaching outcomes such as designs, papers, or community events. At the beginning of each example, include a brief description of the project, the course goals/deliverables, and why each work embodies educational ambitions put forth in the syllabus. Courses taught over several semesters will focus on the most recent. Student authorship must be noted for it to be reviewed by the PRC. Each student work example will not exceed four pages. Please identify any student work developed under your supervision that has been recognized as exceptional beyond the classroom such as an award, publication, or exhibition.

### Evidence of Academic and/or Professional Work

This section of the application is where applicants should argue that they have made significant contributions to their field. Because many of our faculty are practitioners with parallel professional activities, the PRC welcomes a broad range of evidence such as actualized designs, exhibitions, patents, community events, or any other example of excellence in their field. A brief statement should accompany each example that indicates the date it became public, briefly describes the item, asserts the way in which it advances the applicants field, and the ways it connects educational and professional practices. This section of the applications is to be developed as a portfolio with a table of contents divided into the following three sections with a maximum of five examples in each:

1. Scholarship, evidence of your academic activity. This section can include excerpts of lectures you have given, peer reviewed book chapters or journal articles you have published, anthologies you have edited, books you have published, symposia you have organized, community education sessions you have participated in or initiated.
2. Research, explorations that seek to expand knowledge within your field. Examples of what this section can include, but are not limited to, material investigations, archival interrogations, products, artworks, exhibitions, community engagements, and speculative works.
3. Professional or creative recognition, recognition by peers in your field. Evidence can include, but is not limited to, articles written about your research or scholarship, exhibitions in which your works have been curated, professional panels that have centered on your activities, and communities that have implemented design protocols you have initiate.

For tenure and CCE applications, these sections should include only content created from the date of hire onward or after your most recent promotion.

## Evidence of Service

Service is a critical, yet often overlooked, part of every advancement application. Service can be categorized into different levels:

- Institute - activities that benefit the entire Pratt community.
- School - service that reaches across departments.
- Department - work that is specific to your immediate colleagues and students.
- Community - volunteered time that benefits people outside of Pratt.
- Profession - donated efforts supporting the wellbeing of your field.

Evidence of service not only shows the PRC a willingness to better Pratt's academic environment, but also gives the PRC insight into the interests of the applicant. For example, becoming a senator suggests interest in the Institute's governance, while participating in a curriculum review committee portrays commitment to ensuring academic quality. Promotions to adjunct status and associate rank should indicate service to at least two of the five categories, while tenure and CCE applicants should be able to demonstrate service at least four out of five levels. For elaboration on definitions of service refer to the [Faculty Handbook](#), page 32.

## Classroom Observation

Applicable only to tenure and CCE advancement.

Applications for tenure will have all classes observed, while CCE applicants will have one class observed. The observing member of the PRC will be chosen based on who is familiar with the applicant's teaching. For the purposes of their peer evaluations, the PRC is interested in evaluating a few basic components of your teaching:

- Class organization, both written and oral.
- General command of the subject matter.
- Technical presentation of the subject material.
- Presentation of class material in a manner that engages students.
- Student engagement in the classroom setting.
- Student comprehension of the subject being taught.
- Overall quality of learning.

In advance of a visit, the PRC observer will be provided with a copy of the observed course's syllabus and a brief of the current project/assignment the students will be working on.

## Letters of Recommendation

Applicable only to tenure and CCE advancement.

Four Letters of Recommendation for the Tenure Applicants - The applicant is required to submit a list of five candidate recommenders (it is not specified whether or how many must be from inside or outside of the institute). A minimum of 2 recommenders will be chosen by the Dean from the list, and the remaining recommenders, if needed, will be chosen by the Dean from a pool of candidates generated by the PRC and the Dept Chair.

Three Letters of Recommendation for the CCE Applicants - The applicant is required to submit 5 candidate recommenders (they must be ALL from outside of the institute). A minimum of 2 recommenders will be chosen by the Dean from the list, and the third, if needed, will be chosen by the Dean from a pool of candidates generated by the PRC and the Dept Chair.

Chosen recommenders are required to review all the application materials Interfolio dossier in order to prepare the recommendation letter.

Tenure and CCE applicants will need to submit their intent to apply one month earlier than other candidates for this recommendation process to be able to take effect.

### Course Evaluations

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

## 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 Industrial Design department and completed by date of application.

From *Instructor* to *Assistant Professor*, minimum of three years of excellence in teaching at the instructor level at Pratt within the department. Hold appropriate terminal 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 department/area, and possibly school and institute.

From *Assistant Professor* to *Associate Professor*, minimum of five years (ten continuous semesters) of excellence in teaching at the Assistant level at Pratt within the department. Hold appropriate terminal 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 also should be accompanied by a record of consistent service to the department, school, institute, community, and/or profession.

From *Associate Professor* to *Professor*, minimum of five years (ten continuous semesters) of excellence in teaching at the Associate level at Pratt within the department. Hold appropriate terminal 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 should be realized & demonstrated with rigorous and engaging pedagogy, and significant & consistent service contribution to the department, school, institute, community, and/or profession.

For more information and criteria, refer to the Faculty Handbook 2020:

[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)

## 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 Industrial Design Department and completed by date of application.

From *Visiting* to *Adjunct*, minimum of three (six consecutive semesters) to five years teaching at the visiting level 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 service. Demonstrate a growing and promising record of achievement in their professional area(s) of expertise.

From *Adjunct* to *Adjunct with CCE*, Minimum of five years (ten consecutive semesters) of teaching at the adjunct level at Pratt within the department. Adjuncts may apply at the beginning of their fifth year, ninth semester. Time served alone is no assurance of advancement. 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 & consistent record of service to and leadership in the department. Institutional, school, community, and professional service will be considered as well.

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

## 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.
- A person who has held an appointment under this section may thereafter be appointed to a full-time, tenure-track position only after a search and in accordance with the usual procedure for filling such a position. Service in an appointment pursuant to this Article shall not be credited for purposes of eligibility for tenure.

## Conferral of Tenure for Tenure-Track Faculty

- For recommendation to tenure, a tenure-track faculty member must demonstrate mastery and excellence in the areas of teaching, service, and academic and professional/creative achievement. Any suggestions for improvement that were identified by the peer committee, chair, or dean in the fifth-year review must have been addressed by the seventh year.
- Teaching: A faculty member must demonstrate mastery in the classroom as assessed through student evaluations, peer evaluations, department-wide assessment of student work, classroom observations, and rigorous and challenging pedagogy as demonstrated in course syllabi over a range of courses that serve their department's curriculum.
- Service: A faculty member must demonstrate a history of service to the Department, School, and Institute (and/or community beyond) such that their commitment to serve the department, and School and Institute throughout their academic career at Pratt is evident and clear.
- Professional Accomplishment: By the tenure review period, a faculty member must demonstrate a level of engagement in their field so that their academic, professional/creative accomplishments are recognized by leaders in the field. A faculty member must demonstrate a record of commitment to long-term, ongoing professional engagement as demonstrated by documentation of activities such as: peer reviewed exhibitions, published work in reputable journals/presses, performances in venues recognized by leaders in the field, noteworthy and respectable professional design activity, awards and competitions, guest lectures, speaking engagements, conference presentations, and/or an engagement with other intellectual venues that acknowledge the faculty member as a significant contributor to the field. The faculty member's portfolio must clearly demonstrate a commitment to professional excellence that will continue throughout their academic career.
- 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 twelve semesters (six full years) of continuous teaching in the Department of Industrial 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 Industrial design discipline through their academic, professional, and service-related activities. The Statement of Intent will outline in detail, the applicant's work, and trajectory.
- All tenure-related applicants shall have the required support materials listed previously externally examined.

## Tenure-related Leadership Activities through National Recognition

The Department of Industrial 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/the-institute/mission-and-governance/> and <https://www.pratt.edu/the-institute/strategic-planning/>)
- dissemination through nationally recognized publications of peer-reviewed academic scholarship
- dissemination through nationally recognized publications of professional work
- dissemination through nationally recognized conference or symposia presentation
- dissemination through exhibition, competitions and/or other Industrial design inter-related 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.

## External Evaluators Proposed by the Applicant

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 four external referees/evaluators. Applicants must submit a list of two minimum and five 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 evaluator, and should be listed separately, as “collegial referee” on the applicant list proposing the other two to five 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.

## External Evaluator Selection Criteria

Background of the four referees:

- All academic referees must be tenured (or be considered at an equivalent level) and be at associate or professor rank; and/or administration status, such as: director, chair, department head, dean.
- Two of the academic referees (minimum) shall be from United States or Canada.
- Two referees must have background associated with applicant’s academic field.
- Two referees will be able to evaluate from a broad view of the industrial design discipline (PRC will assess associated and broad background).

Combination Options:

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

Note: depending on applicant background, there are different combinations of referee backgrounds.

### **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 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 four referees/evaluators, were selected).

## **APPENDIX A: School of Design Curriculum Vitae**

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.

- Paginate after 1st page; include your name on every page.
- Organize in reverse chronological order within sections.
- Use the following section titles in the following order (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 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 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 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. For example, outside professional organizations committee or board work.

**COMMUNITY ENGAGEMENT**

Include significant community engagement that is separate from academic service concerning committee or board work. For example, 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.