

Pratt Institute

Fashion Design Department Peer Review Committee

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

Fall 2023

These guidelines were developed to assist Fashion Design Department faculty in applying for change of status and/or promotion in rank, reappointments and tenure. These guidelines are not intended to replace or otherwise contravene and meet the requirements of the current UFCT collective bargaining agreement (CBA). Faculty members are urged to review the current [Faculty handbook](#) and the [Union website](#) which has the MOU, the ARPT Standards and Procedures for policies regarding change of status or promotion.

Academic Actions Calendar

The following is a general guideline to the annual academic calendar

Faculty Intent to Apply First Call May
Faculty Intent to Apply Last Call September
Faculty Applicant to the Peer Review Committee Mid October
Peer Review Committee to Chairperson Mid November
Chairperson to Dean Early January
Dean to Provost Mid February
Faculty Notified by Provost Late April
Confirmation from Board of Trustees Mid May

Terms and Definitions

There are two key terms that apply to faculty appointments: **Status** and **Rank**.

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

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

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

Status

Indicates employment level.

Change in status increases teaching load limits and enhances employment benefits.

At Pratt Institute Status titles include:

- **Visiting** (part-time) Maximum teaching load is 6 contact hours per term

- **Adjunct** (part-time) Maximum teaching load is 9 contact hours per term

- **Adjunct with CCE** Adjunct with Certificate of Continuing Employment (Part-time Tenure) maximum teaching load is 9 contact hours per term

- **Full-Time** Teaching load is 12 contact hours per term

- **Full-Time with Tenure** Same as Full-Time status with a guaranteed Full Time employment until retirement.

Rank

Indicates Academic Level

Promotion in rank enhances academic credentials

At Pratt Institute there are 4 levels of rank:

- **Instructor**
- **Assistant Professor**
- **Associate Professor**
- **Full Professor**

In most cases, Faculty members with no prior teaching experience are appointed at the rank of Instructor or Assistant Professor.

Subject to the approval of the Dean or the Provost, Faculty members with prior college level experience may be appointed at the rank last held at their previous institution.

CRITERIA FOR PROMOTION (Rank)

From Instructor to Assistant Professor: 6 semesters teaching at the Instructor Level. Proven excellence in teaching is required, a Bachelor's Degree or equivalent in Design, and an active record of service to the Institute and Department. Service to the community may also be considered. There should be a minimum of six years of current, verifiable fashion industry experience, applicable to the position hired.

Current rank should be held for 4-6 semesters before an application for promotion is submitted for consideration to the committee.

From Assistant Professor to Associate Professor: 8 semesters teaching at the Assistant Level. Proven excellence in teaching is required, a Bachelor's Degree or equivalent in Design, and an active record of service to the Institute and Department. Service to the community may also be considered. There should be a minimum of six years of current, verifiable fashion industry experience, applicable to the position hired.

Current rank should be held for 4-6 semesters before an application for promotion is submitted for consideration to the committee.

From Associate Professor to Full Professor: Minimum 8 semesters teaching at the Associate Level. Proven excellence in teaching is required, a Bachelor's Degree or equivalent in Design, and an active record of service to the Institute and Department. Service to the community may also be considered. There should be a minimum of six years of current, verifiable fashion industry experience, applicable to the position hired.

Current rank should be held for 4-6 semesters before an application for promotion is submitted for consideration to the committee.

CRITERIA FOR CHANGES OF STATUS

From Visiting to Adjunct - It must be shown that the teaching skills and experience in the fashion industry are broad and appropriate to the present and long-range needs of the Department. There must be a minimum of six years of current, verifiable experience within the fashion industry. The faculty member also should demonstrate a willingness to fulfill the increased commitment in teaching and service, which an Adjunct appointment may carry. There shall be a minimum of 6 semesters as a visiting instructor.

FOR CONFERRAL OF THE CCE Tenure or the CCE- may be conferred on those faculty members who have met the current probationary requirements, demonstrate the highest level of achievement in their teaching and their professional field. They should have a significant record of service to the Institute and the Department in addition to classroom responsibilities. Their expertise should be appropriate to the long-range needs of the Fashion Department, the School of Art and Design, and Pratt Institute. There shall be a minimum of 10 semesters as an Adjunct Professor before being considered for the conferral of the CCE.

Adjunct part time Professors can apply for CCE.

Fulltime Full Professors can apply for tenure.

From Part-time to Full-time - It must be shown that the teaching skills and professional accomplishments of the faculty member are of a level appropriate to the present and long-range needs of the Fashion Department, the School of Art and Design, and Pratt Institute.

Applications for a Full time position may be considered once the opening of a full time line is made available and appropriately advertised.

There must be a justification by the Department that the candidate will fulfill the strategic goals of the Department. The faculty member should be required to fulfill the increased commitment in teaching, services and professional activities required as a Full-time faculty.

Criteria for Tenure and Reappointment for Full Time Faculty

Note: When application is for conferral of tenure, the dossier should provide ample detail of the period since the last reappointment review, and should also cover the full period of full-time tenure track appointment.

First-year Review

As stated in the Collective Bargaining Agreement article 16, section 5: "a faculty member's first year shall be considered probationary and he/she may be terminated at the discretion of the Administration prior to the end of the Spring semester or trimester (or the end of the Fall semester if the member begins mid year)." By the end of the probationary period, a faculty member must demonstrate competence as a teacher as evident in student and peer evaluations. A probationary faculty member must also demonstrate a willingness to be a productive member of the Department, School, and Institute.

Third-year Review

For recommendation to reappointment at the start of the third year, a tenure-track faculty member must demonstrate competence in the areas of teaching, service, and professional /creative accomplishment

such that they are on a path to becoming a significant and excellent teacher, scholar, and/or professional artist/designer. In the third-year review, the Chair and Dean have the responsibility to identify any areas that the candidate should address before the fifth-year review, including ways to improve teaching, to engage in service at and above the department level, and to produce a compelling portfolio of academic, creative, and/or professional accomplishments.

- **Teaching:** By the third year, a faculty member must demonstrate competence in teaching as assessed through student evaluations, peer evaluations, classroom observations, a rigorous and challenging pedagogy as evident in course syllabi and, in the case of studio classes, department wide assessment of student work.
- **Service:** By the third year, a faculty member must have engaged in service to the department through activities such as department level or Institute level committee work, participation in department-wide student critiques and other activities that contribute to the pedagogical effectiveness of the department. The faculty member should also show evidence of commitment and consistent service to the School and the Institute. Evidence of service to the outside community should also be noted.
- **Professional/Creative Accomplishment:** While published work, performances, exhibitions, or other intellectual/creative activity in relationship to his/her professional accomplishment may still be in process by the third year, there must be evidence that a faculty member is actively engaged in the current intellectual and/or artistic discourse in their field. A written plan of the current/future trajectory of work may be included to explain this.

Fifth-year Review

For recommendation to reappointment at the start of the fifth year, a tenure-track faculty member must demonstrate success in the areas of teaching, service, and professional accomplishment so that it is clear and evident they are on track to submit a compelling application for tenure in the seventh year. Any suggestions for improvement that were identified by the peer committee, chair or dean in the third-year review should be addressed by the fifth year.

- **Teaching:** By the fifth year, a faculty member must be able to demonstrate success in the classroom as assessed through student evaluations, peer evaluations, department-wide assessment of student work, positive classroom observations, and a rigorous and challenging pedagogy as evident in course syllabi over a range of courses that serve their department's curriculum.
- **Service:** By the fifth year, a faculty member must provide evidence of regular service to the department, and should have been or be engaged in service at the school and/or institute level and/or the outside community.
- **Professional/Creative Accomplishment:** By the fifth year, a faculty member must demonstrate a level of engagement in their field so that their professional accomplishments are recognized by leaders in that field. The faculty member must demonstrate a record of ongoing contribution to the profession through activities such as: exhibitions, publications, built works, performances,

noteworthy and respectable professional design activity, awards and competitions, guest lectures, speaking engagements, conference presentations, etc. and other forms of new intellectual/creative engagement. Dissemination of this work must be clear and demonstrate considerable recognition. By the fifth year, there must be a demonstrable commitment to the profession so that it is clear and evident that such a commitment will produce a portfolio of work worthy of tenure by the seventh year, and which clearly demonstrates continued commitment to and furthering of the discipline and profession throughout their academic career.

Tenure

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.

Recommended Support Materials for all Promotions and Tenure (including related reviews)

Every faculty action should include the materials listed below. Complete support materials are critical to the review process. A dossier clearly organized by the three categories of evaluation - teaching, creative practice and/or professional work, and service - is required. Attributions should be clearly marked on the C.V. and in the dossier and the materials should be organized bearing in mind that individuals who are seeing the work for the first time may or may not be familiar with the areas of expertise presented.

All support materials will be submitted digitally through **Interfolio** which can be found at <https://www.interfolio.com/products/promotion-and-tenure/>.

Checklist of Materials Enclosed

Letter of Application Indicate the desired promotion and/or change in status.

Current C.V. A current curriculum vitae that is a comprehensive and up-to-date record of the applicant's educational, employment, professional and/or creative scholarship, and service record. [see also attached C.V. Format document]

Statement of Intent A statement on: research, creative practice, and teaching philosophy and goals, positioning the applicant's work within the realm of the discipline, and describing the trajectory of the work undertaken. For tenure, the faculty member should express how their work engages, expands and/or strengthens the discipline. Integrate reference to the teaching performance points listed below and include a short section on how the applicant's work supports and contributes to the particular department.

Statement on Diversity Equity and Inclusion A statement describing how you have worked to promote diversity, equity and inclusion in your teaching, your research and/or creative practice, and professional work.

Evidence of Teaching Performance A list of courses taught during the period of service required for the application. Syllabi for courses taught. Where the syllabus for a required course is consistent among sections, consider submitting project assignments as relevant. Examples of student work, exams or similar material for each course taught.

Applications for change in status should demonstrate that the applicant's teaching expertise aligns with the curricular needs of the department.

The Peer Review Committee will solicit copies of student evaluations for up to 10 terms [5 years] or since the last review, through the department as part of their assessment of the application. *It is not necessary to include evaluations in the dossier.*

Evidence of Academic and Professional Work A comprehensive dossier, with a table of contents listing: scholarship, research, creative activity and/or professional accomplishment for the period of consideration.

If the dossier accompanies a submission for change of rank and/or status, the period of consideration would be since the last successful application for review.

If the application is for conferral of tenure, the dossier should provide ample detail of the period since the last reappointment review, and should also cover the full period of full-time tenure track appointment.

Academic Research/Creative Practice may include several kinds of distribution and/or recognition:

- Examples of published books, chapters, articles, or papers
- Evidence of participation in external lecture series, symposia, and conferences •
- Evidence of academic research through received research grants, fellowships, etc. •
- Evidence of academic research through received public awards

Professional Work/Creative Practice may include several kinds of distribution:

- Examples of professional/creative work as related to the discipline
- Examples of work as published in books, periodicals, and/or professional journals where applicable
- Evidence of recognition of work such as exhibitions, public events, etc.
- Awards received by peer organizations or public entities

In all cases, the candidate should clearly indicate their contribution to work done in partnership or teams.

Evidence of Service Evidence of the applicant's service contributions at the program, department, school and/or institute level. Evidence of work with community or professional organizations. The portfolio may also include a short narrative elaborating on the applicant's unique service experiences or obligations.

Letters of Recommendation In all cases of application for full- or part-time tenure, all Departmental, School, or Area Peer Review Committees are expected to consider letters of recommendation solicited from external reviewers relevant to the faculty applicant's field(s) of expertise. No fewer than three (3) such letters shall be attached to the applicant's dossier before the Departmental Peer Review Committee begins its review. Among these letters of recommendation, at least one and no more than two will be from external reviewers proposed by the faculty applicant. The letters shall be solicited and gathered by the Dean of the respective School, in consultation with the Department Chair and the Peer Review Committee regarding suitable potential reviewers.

Fashion Design Department Peer Review Committee Nomination Form, (instructions):

This is a form to nominate faculty to serve on the Fashion Design Department Peer Review Committee. In order to be a nominator or nominee you should be a non-administrative member of the Fashion Design Department Faculty Governing Group. You may nominate a qualified colleague. You may self-nominate.

Nominations must be received within two weeks after a call for nominations goes out in the Spring semester.

The Fashion Design Department Peer Review Handbook can be found in the Pratt Union website pratt-union.org

The Pratt Institute Faculty Handbook can be found in the Pratt Senate website prattsenate.org

If you have questions about this process please contact the Fashion Design Department Peer Review Committee at pcr-fasd@pratt.edu

Responsibilities: Nominators and nominees should understand and agree to the fundamentals of service on this Committee that include, but are not limited to:

- 1) Approximately five two-hour meetings between September and December. (Evaluation, deliberation, recommendations.)
- 2) One two-hour meeting in mid-January. (Evaluation, deliberation, recommendations, letter editing.)
- 3) One to two possible meetings (1-2 hours) in the Spring. (Address/craft handbook revisions.)
- 4) Response to administrative emails.
- 5) Confidential participation in Committee activities in service of the well-being of the FASD.
- 6) The responsibility to evaluate approximately three applications between September and December. (Numbers may vary depending on application load.)
- 7) The responsibility to administer one to three applications between September and December as Peer Review Committee Representative to the evaluation Sub-Committee(s). (Numbers may vary depending on application load.) This responsibility includes communication with Sub-Committee evaluators, framing evaluations and application material for Committee deliberations, working with the Committee Chair to edit and finalize recommendation summary letters, interfacing with the applicant and working in the context of an electronic platform for applications and evaluations.
- 8) Participate in deliberations for all applications in a given Peer Review cycle.

Thank you for participating in the FASD Peer Review process.

Fashion Design Department Peer Review Committee Nomination Form,
(complete online):

What is your name? *

Are you a non-administrative member of the Fashion Design Department Faculty Governing Group? * Yes

No

Whom are you nominating? *

What is your nominee's pratt.edu email address? *

Is your nominee a non-administrative member of the Fashion Design Department Faculty Governing Group? * Yes

No

What is your nominee's Rank and Status? If you are uncertain, please consult your nominee's faculty bio page on the Pratt Institute website. *

In a few words, please give insight into your nominee's curricular area(s) so that the Committee can be best able to evaluate diverse interests during the Peer Review process. *

Please confirm that your nominee has agreed to this nomination. *

Yes

No

Please confirm that your nominee understands the responsibilities of serving on the FASD Peer Review Committee as described at the top of this form. (A description of the responsibilities is also included in the document "Peer Review Committee Nominations Guidelines Document" that is associated with this nomination form.) *

Yes

No

Intent to Apply Worksheet

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 prc-fasd@pratt.edu **by 5pm** on day of deadlines below.

1st Deadline:

May 5th 2023

Final Deadline - CCE applicants:

September 1st 2023

Final Deadline all other applicants

September 8th 2023

Date:

Faculty Applicant Name:

Faculty Applicant Current Status:

Faculty Applicant Current Rank:

First Date of Employment with FAS Department:

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

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