

**Pratt Institute**  
**Department of Art and Design Education**  
*Appointments, Reappointments, Promotions and Tenure*  
*(ARPT)*

*Handbook 2024-2025*

## Introduction

The following Art and Design Education Department Peer Review guidelines meet the faculty review requirements for Appointment, Reappointment, Promotion and Tenure (ARPT) as stated in the Collective Bargaining Agreement (CBA) between the Administration of Pratt Institute and the United Federation of College Teachers (UFCT), AFL-CIO. Refer to MOU 2022-2027 at <http://www.pratt-union.org>. These guidelines are not meant to supersede or substitute in any way the conditions established by the current UFCT collective bargaining agreement. Faculty applying for reappointment, promotion or tenure are advised to consult the current CBA agreement before submitting an application and to verify their eligibility.

The Peer Review guidelines clarify criteria and procedures for faculty members of Art and Design Education who seek reappointment, promotion and tenure. The Peer Review Committee revised the guidelines in Fall 2024.

### Outline

#### 1. Peer Review Committee

- Purpose (see CBA, XVI.2)
- Composition and Selection
- Review
- Documents

#### 2. Appointment, Reappointment, Promotion and Tenure Policies

- Definitions of Terms
- Promotions (Rank)
- Criteria for Status Change
- Criteria for Promotion

#### 3. Standards of Evaluation

#### 4. Candidate Application

#### 5. Review Committee Procedures

3. Collective Bargaining Agreement (CBA) between the Administration of Pratt Institute and the United Federation of College Teachers (UFCT), MOU 2022 - 2027 can be found at <http://www.pratt-union.org>.

---

## 1. Peer Review Committee

- **Purpose** See CBA XVI.2

- **ADE Peer Review Committee Composition**

The Peer Review Committee shall be composed of faculty and give preference to faculty members holding the rank of Professor or Associate Professor (whether full- or part-time), and part-time faculty holding the status of Adjunct (with or without CCE) to serve on Peer Review Committee (PRC) . One f/t tenured faculty member and two p/t faculty with CCE will comprise the ADE Peer Review Committee. In the event that there are more full or part-time faculty who meet the eligibility requirements (tenured or with CCE) and who wish to serve, elections will be held. The committee shall elect a chair for a three-year term whenever possible. The committee must replace a member who is applying for advancement in which case the committee will appoint a temporary replacement.

- **Peer Review Committee (PRC) Functions**

The PRC shall review all full-time and part-time applications for promotion in rank and change in status.

The PRC shall determine if the candidate is eligible for the advancement position sought.

The PRC shall determine the completeness of the application and inform the candidate of any additional materials required in advance of the deadline.

The PRC shall schedule and oversee the following duties in accordance with article XVI of the CBA:

- The Committee shall collect, file and secure applications in accordance with CBA requirements.
- The PRC shall determine that all required materials are submitted on Interfolio.
- The PRC shall gather observations of faculty teaching conducted by two of the Peer Review Committee members (each member observes a different course or class).
- The teaching observations shall be submitted as a written report to the full Peer Review Committee.
- The Peer Review Committee will review the written observation report and incorporate the teaching observation into their review of teaching materials (see prompts for materials' submission below).

- The PRC sends its written recommendation to the ADE Chair. The process is as follows:

- The ADE Chair then attaches his or her written recommendation to the Dean.
- The Dean of the School of Art and Design then reviews the committee reports and the Chair's recommendation for each eligible candidate.
- The Dean sends the School's application to the Provost's office in accordance with the CBA.
- The Provost submits a letter of recommendation to the Institute's Board of Trustees for their decision and sends a copy to the candidate.
- 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.

- The Candidate shall have an opportunity to respond.

At each of the review stages—Peer Review Committee, ADE Chair, Dean, and Provost--copies of the evaluations reports, recommendations and comments are shared with the individual faculty member involved who shall have the opportunity to append or affix his or her comments.

- **Files/Records** The Peer Review Committee shall store their files in a secure space in accordance with the CBA.

## 2. Reappointment, Promotion and Tenure Policies

The ADE Peer Review Committee considers teaching, research/publications, and professional accomplishments, exhibitions, creative work or the equivalent to be integrated components of quality performance.

### • **Definition of Terms**

There are two terms that apply to full-time and part-time faculty appointments: Rank and Status:

Rank—indicates a faculty member's academic level. There are four ranks at Pratt Institute: Instructor, Assistant Professor, Associate Professor, and [Full] Professor. An upgrade in rank is referred to as a Promotion.

Status—indicates a faculty member’s employment level. At Pratt Institute, status titles include:

Visiting

Part-time teaching load shall not exceed 6.0 converted contact hours per fall and spring semester (CBA 22.5, page 20) .

Adjunct

Part-time teaching shall not exceed 9.0 converted contact hours per fall and spring semester (CBA 22.4, page 20)

Full-Time [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 16.6, page 10].

Full-Time [tenured]:

Typically, “*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 employment level is referred to as a **Status Change** or **Change in Status**.

• **Criteria for Change of Status**

In general, the higher status sought, the more stringently the criteria will be applied.

*From Visiting to Adjunct:*

Normally the applicant will have three to five years teaching as a Visitor; time served alone is no assurance of advancement. It must be demonstrated that the teaching skills and knowledge of the discipline(s) are thorough and appropriate to the current and long range needs of the department. The applicant should demonstrate a willingness to fulfill the increased commitment in teaching and service that the adjunct appointment may carry. The applicant should have a growing and promising record of achievement in his/her professional area(s) of expertise.

*Conferral of the CCE:*

The applicant for CCE must have a minimum of five years teaching as an Adjunct (years as a visitor do not apply). An adjunct may apply at the beginning of their fifth year; time served alone is no assurance of advancement. The applicant must demonstrate a high level of achievement in their teaching and professional career, and have a significant record of service to, and leadership in, the department. Institutional service may be considered as well.

*Reappointment for Full-Time:*

The applicant for reappointment must demonstrate continuing excellence in his/her teaching. The applicant should display leadership, continue to make significant contributions to the department, and fulfill the increased service role that is expected of full time faculty. This may include institutional service.

• **Criteria for Promotion (Rank)**

In general, the higher the rank sought, the more stringently the criteria will be applied.

● ***Criteria for Appointment to Rank of Assistant Professor***

A minimum of three to five years of potential or proven excellence in teaching  
An appropriate terminal degree or its equivalent  
Professional accomplishments, exhibitions, creative work or equivalent,  
and/or, publications or well-developed plan of scholarly activities  
Service to the Department and Institute

● ***Criteria for Promotion to Rank of Associate Professor***

A minimum of three to five years of excellence in teaching and curriculum development  
An appropriate terminal degree or its equivalent  
Professional accomplishments, exhibitions, creative work or equivalent, and/or publications and presentation to learned societies  
A professional record that indicates that the candidate is on the way to becoming a recognized leader in their field.  
Service to the Department and Institute

● ***Criteria for Promotion to Rank of Full Professor***

A minimum of four to six years of excellence in teaching at the Associate Professor level  
An appropriate terminal degree or its equivalent  
An active record of professional accomplishments  
A consistent record of service to the department and Institute.

● **Criteria for Granting Tenure**

Excellence in teaching and curriculum development  
Professional accomplishments, exhibitions, creative work or equivalent, and/or publications or presentations to learned societies, and/or a major research project and an ongoing record of participation in learned societies

**Staff who teach:** Pratt Institute recognizes the role of full-time staff at Pratt who teach part-time. In the ADE criteria faculty change in status is distinct from the knowledge and skills required of ADE staff and therefore ADE staff applying for change in status are reviewed based on the criteria used for faculty applying for a change in status (see below).

### 3. Standards of Evaluation

- **Teaching Excellence/ Teaching Effectiveness:**

Quality of teaching as presented by applicant: teaching materials including student work, hallway and gallery exhibits, curriculum and curriculum development, syllabi, and other relevant teaching artifacts. Applicant describes how they align and adapt their teaching and syllabus with continuous improvement in the scope and sequence of the program ([ADE Curriculum Matrix 2021](#); scheduled to be updated in AY24-25), the specific needs of students AND how the applicant works collaboratively with other faculty as part of this process.

- **Professional Accomplishments in Art and Design:**

Exhibitions, creative work, or the equivalent, and/or written materials either by or about the applicant, performances, screenings, awards, arts-based research, and any other evidence of peer-reviewed (or equivalent) professional achievements.

- **Professional Accomplishments in Art and Design Education:**

Participation in scholarly societies, presentations at conferences, or in peer-reviewed (or equivalent) publications, research projects or grants, educational development activities, participation in professional and advocacy organizations and school system partnerships.

- **Departmental Service:**

Presentations, class exhibitions, student mentoring, service on ADE committees, curriculum development, departmental searches and/or collaboration on or assistance with departmental projects, programs and events.

- **Institutional Service:**

Participation on Institute committees and events as faculty. For example but not limited to Admissions, School of Art Curriculum Committee, Academic Senate, Open House or Accepted Students Day, Family Weekend, Institute Search Committees and Institutional Initiatives.

- **Professional CV:**

Establishes recognized leadership in the faculty member's field; eg. published awards, public recognition, and/or contributions to his/ her specific discipline, institute and department service, and teaching.

- **Examples of Applicants Work:**

No less than 12 and up to 20 images annotated or with an accompanying

image list of the applicant's work.

- **Publications:** Sample publications and/or conference presentation titles and dates.
- **Evidence of Teaching Performance:** A clear presentation of authorship or contributions to course syllabi and pedagogy, innovation in teaching methods, application of research on teaching and learning, and reflective teaching practice.
- **Letter of Application:** Addressed to the Chair of the ADE Peer Review Committee, application letter should clearly state the desired faculty action.

**Letters of Recommendation:** Applications for Full-Time tenure and CCE are expected to include 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.

- **Application Deadlines:** Please refer to the Institute's schedule for Reappointment, Promotion and Tenure. Application deadlines are based on the Institute's calendar and will be made known to all ADE Faculty as early as possible at the beginning of the academic year. Applicants should expect a deadline by mid-November. No exceptions or extensions to this deadline will be considered. It is the responsibility of the applicant to submit a complete application.

#### 5. Peer Review Committee

- **Teaching Observations** The Peer Review Committee shall conduct two teaching observations of different courses or classes. The team will set a date for the observations with the candidate at least three weeks after the start of the semester and with two weeks' notice to the candidate. A lesson plan, including goals for student learning, syllabus, and relevant teaching artifacts should be submitted on Interfolio prior to the observation.

- **Review of Student Evaluations** The Chair of the Review team will summarize student evaluations for two semesters prior to the observation. The summary will be shared with the Peer Review Committee and candidate.

- **Review of CV and Cover Letter**

## II. FORMS

Teaching Observation Form



Sample Recommendation Letters  
Check List

PRATT INSTITUTE

Peer Review Committee Teaching Observation Report 2023-2024

Course Title:

Faculty Member Observed:

PRC Observer:

Date:      Time:

Course Description

Presentation and Pedagogy (for example pacing and time management, quality of and depth of discussion, support of different learning styles, quality and scope of visual resources, classroom culture, student participation and ways students were able to demonstrate learning, formative assessment strategies.)

Comments (After an observation is completed the faculty observed has the right to attach comments. Comments should be added here)

Signature \_\_\_\_\_

Observer: \_\_\_\_\_

*Continue on an additional page as necessary and attach.*

**[Department/Area Letterhead]**

TO: (Name), Chairperson, XXXXXX Department/Area

FROM: Faculty Peer Review Committee

RE: (Faculty member's name), Request for Change of Status from Visiting Instructor to Adjunct Instructor

DATE: November X, 20XX

Change of Status Request: **RECOMMENDED**

(Faculty applicant)'s strength as a teacher in the XXXXXX Department, where s/he has taught since 200X, is abundantly evident in the student work s/he regularly exhibits in our showcases and galleries. Over the last (number of) years, Visiting Instructor (name) has gained a strong command of the material necessary to teach the department's XXXXXX course, as is exemplified in his/her application for status change to adjunct; a comprehensive submittal that displays a clear understanding of and enthusiasm for, the complex issues that underlie the XXXXXX curriculum. (Name)'s student evaluations are consistently positive and commend his/her dedication, energy, and deep commitment to his/her students and the course material. Further reflecting (name)'s commitment to the department and to Pratt Institute, is his/her teaching now for the first time, (department)'s XXXXXX course this year. We have no doubt that s/he will demonstrate the same dedication, energy and commitment to this new venture.

In his/her professional capacity as an artist/painter, (name) maintains an active life in the studio. S/he has exhibited since 199X, with the (name) Gallery as well as numerous other venues nationally and internationally. In 200X, (name) exhibited a large group of his/her paintings in the President's Gallery here at Pratt Institute.

The (department) Peer Review Committee wholeheartedly supports and recommends (name) for a change of status (i.e. employment level) from Visiting Instructor to Adjunct Instructor.

(Department/Area) Peer Review Committee 20XX-XX:

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Cc: Name: faculty applicant  
XXXXXX, Director, Human Resources  
XXXXXX, President UFCT Local 1460

**PRC Sample Non-recommendation Letter:**

**[Department/Area Letterhead]**

TO: (Name), Chairperson, XXXXXX Department

FROM: Faculty Peer Review Committee

RE: (Faculty member's name), Request for Change of Status from Visiting Assistant Professor to  
Adjunct Assistant Professor

DATE: November X, 200X

Change of Status Request: **NOT RECOMMENDED**

(Name) is in his/her 4<sup>th</sup> year as a Visiting Assistant Professor at Pratt Institute having been hired in fall 200X. During this time XXXX has shown great promise as a teacher of (subject). While XXXX has expanded and refined his/her curriculum in the past year, as is evident in a great deal of his/her exhibited student work, the committee feels Professor XXXX needs more time to further develop the scope and fully realize his/her curriculum.

After careful review of Professor XXXX's application for status change, the (department/area) Peer Review Committee does not, at this time, recommend Professor XXXX for status change from Visiting Assistant Professor to Adjunct Assistant Professor.

However, this 'non-recommendation' should not be seen, used, nor construed as a negative evaluation, as the (department/area) Peer Review Committee recognizes Professor XXXX as someone who is extremely effective in many aspects of his/her first semester curriculum. The PRC does not however, feel s/he is quite ready for status change at this time due primarily to the more limited development of his/her spring semester (subject) curriculum.

The PRC agrees that much of Professor XXXX's efforts are to be praised, in particular his/her energy and enthusiasm in the classroom. In fact, his/her students in their evaluations, which are uniformly very good to excellent, often use words like "energy" and "enthusiasm" to describe him/her. The PRC Committee wholeheartedly encourages Professor XXXX to reapply for status change in the future.

(Department/Area) Peer Review Committee 20XX-XX:

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Cc: Name: faculty applicant  
XXXXXX, Director, Human Resources  
XXXXXX, President UFCT Local 1460

**FACULTY PERSONNEL ACTION CHECKLIST 2023-2024**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Adjunct Appointment Date: \_\_\_\_\_ or Full time Appointment Date: \_\_\_\_\_

**RECOMMENDED PERSONNEL ACTION**

Reappointment: \_\_\_\_\_

Indicate Reappointment Year: 2 3 4 5 6 7

Promotion: (Instructor—Assistant—Associate—Professor)

From: \_\_\_\_\_

To: \_\_\_\_\_

Change of Status: (Visiting –Adjunct –Full-time)

\*Note: faculty do not use the term “Full-time” in their title

From: \_\_\_\_\_

To: \_\_\_\_\_

Tenure: \_\_\_\_\_ or CCE: \_\_\_\_\_

**Approval Denial Date**

P.A.R.T \_\_\_\_\_

Department Chair \_\_\_\_\_ Dean: \_\_\_\_\_  
\_\_\_\_\_

Provost: \_\_\_\_\_ President: \_\_\_\_\_ Board of

Trustees: \_\_\_\_\_

**Supporting Documentation**

Curriculum Vitae: \_\_\_\_\_

Peer Evaluation: \_\_\_\_\_

Student Evaluation: \_\_\_\_\_

Internal Letters of Recommendation: \_\_\_\_\_

External Letters of Recommendation: \_\_\_\_\_

Checklist should be attached to package.

**INFORMATION**

Sabbaticals

A faculty member eligible for a sabbatical must make a request in writing to the ADE Department Chair by the deadline indicated in the 2024-2025 faculty action calendar. The written request should outline in detail the ways in which the sabbatical will advance the creative and scholarly work of the faculty member, and benefit the department and Institute. All sabbaticals are granted by the Board of Trustees upon the recommendations of the President, the Provost, and the Deans. The eligibility and process for applying for a sabbatical is outlined in the CBA between the Administration of Pratt Institute and the United Federation of College

Teachers (UFCT),. Section 27.2(a) of the MOU 2022-2027 states that:

(a) Sabbatical leave eligibility under subsections (b) and (c) shall require at least six (6) years of continuous service at the Institute before and between sabbaticals. Sabbaticals will not be awarded prior to the award of full time faculty tenure, or the award of CCE status.