

**Department of Humanities and Media Studies  
School of Liberal Arts and Sciences, Pratt Institute**

**Committee on Appointment, Reappointment, and Tenure  
(CART):**

**Criteria and Procedures**

After reading this guide, if you have any remaining questions or concerns about what should be included in your application, or when you should apply, you are encouraged to consult with a member of the current CART.

**I. INTRODUCTION**

**A. What is CART? What is this Document?**

“CART” is the “Committee on Appointments, Reappointments, and Tenure.” It is a committee composed of faculty from the Department of Humanities and Media Studies. CART’s job is to receive and review applications from colleagues for **promotion in rank** and for **change in status** every Fall. CART also facilitates peer teaching observations, which are needed to apply for advancement. Much of what you need to know to prepare and submit an application is contained in this document.

Specifically, this document contains information on **ASSEMBLING AN APPLICATION (part II)**, as well as the **PROCEDURES AND POLICIES (part III)** by which CART is composed and by which it receives and reviews applications. Perhaps most importantly, it contains the **CRITERIA (part IV)** by which applications for advancement are reviewed. **These CART CRITERIA were voted on and approved by the faculty on April 29, 2016.**

**B. What are CART’s Principles?**

Part IV of this document specifies the criteria for reappointment, promotion, advancement in status, and tenure. We believe it is essential that criteria not be mystified, that criteria be stated plainly enough to enable candidates to meet them and to provide evidence that candidates have done so, and to enable a high degree of consensus among a candidate’s peers as to whether criteria have been met, and thereby for CART to advocate on candidates’ behalf. Accordingly, if a high degree of consensus cannot be reached, then by definition something is wrong with how the criteria are being applied.

Academic freedom, professionalism, and principles of shared governance demand that the CART criteria not require a specific kind of ongoing involvement and accomplishment, but should only stipulate that it be ongoing. Likewise, the call for "excellence" recognizes that there are various kinds of excellence and not simply degrees of it. Again, professionalism means that the practitioners set the standards, and first and foremost the professionals accomplished in the fields in question as well as peers closest to them. Shared governance also means that teachers are expected to serve policies and curricula that have institution-wide approvals processes, but also, by the same token, that they not be subjected to judgments extrinsic to these processes (such as political concerns, popularity, and so on).

### **C. Where does CART come from?**

CART's authority, responsibility, and review procedure stem from our Collective Bargaining Agreement. The Collective Bargaining Agreement (CBA) has been established between the Pratt Faculty Union (UFCT 1460) and the Pratt Administration. You should obtain a copy of the CBA, available in 125 North Hall or at [www.pratt-union.org](http://www.pratt-union.org), because it is referred to frequently here. Specifically, Article 16 of the CBA provides faculty with the charge of developing criteria and procedures for reviewing applications for advancement. It reads as follows:

16.1: The Union recognizes and accepts the authority of the Board of Trustees acting in all matters concerning appointment, reappointment, promotion, and tenure.

16.2: At the same time, in an academic community, these matters of appointment, reappointment, promotion and tenure, must have input at the point of closest contact with the faculty members individually affected. Accordingly, the Chairperson of each Department shall receive written recommendations in all these matters from the Department faculty and any other members of the Institute community who may be affected by these matters. The Departmental Committees on appointment, reappointment, promotion and tenure 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. The faculty of each Department and/or Area and in the Library shall set up such procedures as they deem appropriate to effectuate the foregoing.

## **II. ASSEMBLING AN APPLICATION**

### **A. Timeline for Submitting Applications, and for their Review**

The dates for each deadline are established in early Fall, and are available on the Faculty Action Calendar, available from the Provost's office. The process typically unfolds as follows. In September, faculty should be notified by the Chair of CART of the deadline for submission of applications, the criteria, and the elements to be included in the application. CART's deadline is

usually sometime in October. Between October and November, the members of CART will consider applications and will write recommendations to the Chair of the Department regarding each application. The applicant should receive, in a timely fashion, a copy of CART's recommendation letter.

Whether CART recommends in favor of the applicant or not, the application moves forward to the Chair of the Department (the applicant may withdraw his/her application at this point if he/she chooses to do so). The applicant should also receive a copy of the Chair's recommendation letter in a timely fashion, usually in December. At this point, it is the contractual right of the applicant to append and affix his/her comments to the application as it proceeds to the Dean, if he/she disagrees with the recommendation (see Article XVI of the CBA for details). The application then moves forward to the Dean, who makes his/her recommendation in early Spring, and then to the Provost, and then, sometime in early May, to the Board of Trustees. At each point, the applicant should receive a copy of the recommendation letter in a timely fashion, and has the right to append and affix his/her comments to the application.

## **B. Explanation of “Rank” and “Status”**

There has often been confusion about the meaning of “rank” and “status.” If you do not know your current rank and/or status, you should request this information from the Chair of the Department.

“Status” pertains to the maximum number of contact hours (CH) the faculty member is allowed to teach, as well as to whether or not he/she is tenured or untenured. “Rank” is Academic Title.

Part-time faculty are eligible for changes in status (Visitor to Adjunct; Adjunct to Adjunct with a Certificate of Continuous Employment, or CCE, colloquially known as “Part-Time Tenure”). The Visiting Status is associated with a maximum contact hour load of 6 CH/semester. The Adjunct Status is associated with a maximum contact hour load of 9 CH/semester. A promotion from Visitor to Adjunct thus expands the number of classes a part-time faculty member may teach.

Full-time faculty teach a maximum of 12 CH/semester. Full-time faculty are either tenure-track, tenured, or appointed temporarily (the number of non-tenure-track, full-time faculty is limited by the CBA, as a measure to protect tenure). Full-time tenure-track faculty are appointed on a probationary basis in their first year, must be reappointed in their 3<sup>rd</sup> and 5<sup>th</sup> years, and are typically reviewed for tenure in their 7<sup>th</sup> year. See CBA Article 30.4 for more specific information concerning the length of the tenure track.

Both part-time and full-time faculty are eligible for promotions in rank (Instructor, Assistant Professor, Associate Professor, Full Professor).

## **C. What to Include in Your Application**

Carefully review the criteria for the change in rank and/or status for which you want to apply. Keep in mind that faculty may apply for changes in rank and status simultaneously, in the same application.

Then, assemble an organized dossier that includes:

1. Cover letter, specifying what change in rank and/or status you are applying for, and explaining how you meet those criteria
2. Current CV
3. Evidence of your teaching, service, and professional activities and accomplishments, as specified within the applicable criteria

Note that the dossier must contain evidence of any accomplishment on which your claim for promotion or status change is based (with the exception of service, which should be listed on the CV, but which otherwise typically goes undocumented unless by peer testimony). For professional accomplishments, this includes: copies of published and presented work, manuscripts of works-in-progress, event programs for presentations (when available), reviews, and so on. For teaching, this includes: syllabi, peer observation letters, and student evaluations (on file in the Department), and so on. CART will look at a representative sampling of student evaluations, which will be reviewed in the broader context of other teaching materials in the dossier, especially peer observations. When including syllabi, it is advisable to review the Provost's Guidelines for what should be included in a syllabus, found here: <https://www.pratt.edu/policies/view/course-syllabus/>. Failure to provide these materials will result in your claim being discounted.

Make sure (1) that your student evaluations are on file with the Department, and (2) that all of your peer observation letters are in your HR personnel file. You can call HR and make an appointment to review your personnel file.

Prior to the application deadline, you can consult with members of CART if you have any further questions about assembling your application.

### **III. CART PROCEDURES AND POLICIES**

#### **A. COMPOSITION AND RESPONSIBILITIES**

1. The Committee is to be composed as follows:

The committee should consist of 3 full-time faculty (at least one of whom should be tenured), 1 Adjunct (with or without CCE), and 1 Visitor. Membership shall be determined as follows:

Full-time faculty shall serve rotating, staggered, 2-year terms. In the Fall of even years, one full-time member of the committee will change. In the fall of odd years, two full-time members of the committee will change.

Visitors, Adjuncts and Full-time Faculty are invited to nominate themselves or their colleagues each Spring for service the following year. If more than one person from each status is nominated and accepts that nomination, then the current CART Chair will arrange an election wherein those in a given status will elect their representative on the committee (Part-timers will elect Part-timers, Full-timers elect Full-timers).

2. The responsibilities of the Committee are the following:

- a. The overriding responsibility of the Committee is to review faculty applications for promotion, reappointment, and tenure, and to make recommendations on these matters to the Chair.
- b. To ensure that all faculty are informed of the purpose of the Committee, to make sure that faculty have access to the Committee's criteria, and to be available to answer questions pertaining to the Committee's function.
- c. To ensure that faculty are informed of the importance of peer review and observations of teaching, and to coordinate these observations.

#### **B. PROCEDURES**

- a. During the Spring semester, the current committee should solicit nominations for the following year and conduct elections if need be. Once the members have been established, the whole committee for the following year should meet and elect a Chair who will serve for the following academic year.

The Committee should inform the Chair of the Department of the name of the Chair and members of CART. The Committee should also elect a coordinator of peer observations.

- b. During the first week of Fall semester, the Chair of CART should obtain a copy of the Institute Faculty Action Calendar, which includes the deadline when CART recommendations are due to the Chair of the Department. The Chair of CART should hold a meeting with the whole committee soon thereafter to establish a deadline for submission of applications and to notify the

faculty of this deadline, of the criteria for faculty actions, and of the appropriate contents of an application and supporting materials.

- c. Soon after the deadline, Committee members should review all applications and supporting materials, including student evaluations on file with the Chair of the Department. CART should look at a representative sampling of student evaluations for each applicant and review this sampling in the broader context of other teaching materials in the dossier, especially peer observations. The Committee should then meet, discuss and vote on applications, and delegate the responsibility of drafting recommendation letters, which will be reviewed and signed by every member of the Committee.
- d. The Chair of CART should submit all recommendations and supporting materials to the Chair of the Department on or before the deadline.
- e. Early in Spring semester, the coordinator of peer observations should notify the faculty that most faculty actions require a record of peer observations. He or she should also inform the faculty that if he or she would like to have an observation done, he or she may arrange this with an observer him or herself, or have the peer observation coordinator make this arrangement. In either case, the observer should ideally be of equal or superior rank and status to the observee. In addition, it is the responsibility of the peer observation coordinator to collect all observations, send a copy to the observee, Human Resources, the UFCT 1460 (125 North Hall) and keep a copy in the CART files.

## **IV. CRITERIA FOR PROMOTION, REAPPOINTMENT, AND TENURE**

### **A. PART-TIME FACULTY, CHANGE IN STATUS**

#### **1. Part-Time Change in Status (Visitor to Adjunct)**

To be granted a change in status from Visitor to Adjunct, the applicant normally must:

- a. Have taught for four semesters (not necessarily continuously) and so may apply for a change in status to Adjunct at the beginning of the fifth semester of service (if successful, he or she would assume the new status in his/her seventh semester because the application process takes a full academic year, from October through May).
- b. Possess an advanced degree appropriate to the courses taught (including an M.A., M.F.A., "A.B.D." [having completed all requirements for a Ph.D. except the dissertation], Ph.D.) OR the equivalent in scholarly, creative, and/or professional accomplishments.
- c. Provide evidence of excellent teaching. The candidate should submit at least three peer observations from different semesters at the time of application, and should ensure that student evaluations are on file with the Chair of the Department for review by CART. CART will look at a representative sampling of student evaluations, which will be reviewed in the broader context of other teaching materials in the dossier, especially peer observations. Other evidence of excellent teaching should include course syllabi; in addition, applicants may choose to provide other evidence of teaching such as assignments, and/or a sampling of student work, and/or a teaching philosophy, though none of these is necessary.
- d. Provide evidence of scholarly, creative and/or professional engagement and accomplishments (e.g., publications, performances, conference or seminar participation, editorial work, readings, recordings).

#### **2. Part-Time Change in Status (Adjunct to Adjunct with CCE)**

According to the CBA, Article 30.5, "subject to the Provisions of Article 16, part-time faculty who hold adjunct titles and who have served a total of ten semesters as an adjunct and have been appointed for an eleventh semester or more, beginning with the fall semester of 1972 shall be deemed to be professionally competent and shall be given a Certificate of Continuous Employment."

In HMS, this is interpreted to mean that Adjuncts may apply for CCE at the beginning of their ninth semester as an Adjunct (if successful, he or she would assume the new status in his/her eleventh semester because the application process takes a full academic year, from October through May), in addition to fulfilling the following criteria established by the Department:

- a. The candidate must fulfill all of the criteria already established for change in status from Visitor to Adjunct (see II. B. 1), in addition to other criteria listed below.

- b. The candidate must provide evidence of excellent teaching. The candidate should submit at least three peer observations from different semesters *as an Adjunct* at the time of application, and should ensure that student evaluations are on file with the Chair of the Department for review by CART. CART will look at a representative sampling of student evaluations, which will be reviewed in the broader context of other teaching materials in the dossier, especially peer observations. Other evidence of excellent teaching may include course syllabi; new courses developed; contributions to new majors, minors, and programs; assignments; a sampling of student work; and/or a teaching philosophy.
- c. The candidate must exhibit the ability to teach a range of courses, or (because the Department values the stability of the core curriculum and the crucial contribution of Adjunct faculty who teach it) a range of approaches to the same core course (e.g. different syllabi for the same core course).
- d. The candidate should have performed some service to the department, school, and/or Institute. Service may include participation in department, school, or Institute committees; advisement of student theses; advisement of student groups; organization of or participation in presentations, readings, performances, conferences, or symposia; participation in student reviews and critiques; promotion of the department on social media; webwork for the department; doing peer observations; service to the faculty union; serving on the Academic Senate or the Board of Trustees, and so on.
- e. The candidate should provide evidence of ongoing engagement in his or her scholarly, creative, or professional field that is recognized by members of that field.

## **B. FULL-TIME FACULTY, REAPPOINTMENT AND TENURE**

1. According to the CBA, Article 16.5, the tenure track follows this schedule:

- 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 Spring semester or trimester (or end of the Fall semester if the member begins mid-year).
- Following the first-year, appointments shall normally be for periods of two years.
- Faculty will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year.
- The Institute's right to terminate a full-time faculty member in his/her first year shall be absolute, shall prevail over any apparently inconsistent provision of this Agreement, and shall not be grievable or arbitrable.

See CBA Article 30.4 for more specific information concerning the length of the tenure track.

2. The first-year faculty member should request, during his or her second semester, that CART coordinate a peer observation. Additionally, the first-year faculty member may submit a letter to the Chair and Dean concerning teaching, service, and other accomplishments. This is optional but recommended as it allows the faculty member to begin to establish a written record looking ahead to the third-year review.

3. To be granted reappointment and tenure, the candidate must demonstrate the following:

a. Possession of an advanced degree appropriate to the candidate's field, including an M.A., M.F.A., or Ph.D. OR the equivalent in scholarly, creative, and/or professional accomplishments.

b. A sustained record of excellent teaching throughout the tenure track, as evidenced by peer observations, student evaluations and syllabi. The candidate should submit at least one peer observation per year at the time of application, and should ensure that student evaluations are on file with the Chair of the Department for review by CART. CART will look at a representative sampling of student evaluations, which will be reviewed in the broader context of other teaching materials in the dossier, especially peer observations. Other evidence of excellent teaching may include new courses developed; contributions to new majors, minors, and programs; assignments; a sampling of student work; and/or a teaching philosophy.

c. A record of service to the department, school, and Institute. Service may include participation in department, school, or Institute committees; advisement of student theses; advisement of student groups; organization of or participation in presentations, readings, performances, conferences, or symposia; participation in student reviews and critiques; promotion of the department on social media; webwork for the department; doing peer observations; service to the faculty union; serving on the Academic Senate or the Board of Trustees.

d. Additionally, for tenure, candidates must demonstrate ongoing professional engagement and accomplishment.

The tenure file should also include at least three recommendations from outside reviewers. The candidate should provide a list of at least six potential reviewers to the chair of CART; note that this list is equivalent to the list of suggested referees you may already include on your CV. The CART chair, in consultation with the candidate, will then secure written reviews from three of these, to be sent directly to the CART chair. Reviewers will be asked to evaluate the candidate's work, and to reveal any relationship and/or prior professional involvement with the candidate.

The reviewer will also be assured that letters will be kept strictly confidential unless the reviewer includes in the letter an explicit waiver of confidentiality. Note that while letters of recommendation from colleagues in the field will carry more weight than letters from former teachers/advisors, classmates, and/or close collaborators, candidates may also solicit additional letters of support addressing any aspect of the candidate's teaching, service, or professional work, but these are not required.

## **C. PART-TIME AND FULL-TIME FACULTY: PROMOTIONS IN RANK**

The qualifications for the professorial ranks are:

### **1. Assistant Professor**

The rank of Assistant Professor is reserved for a faculty member who has an advanced degree in his or her field (M.A., M.F.A., "A.B.D." [having completed all requirements for a Ph.D. except the dissertation], Ph.D.) OR the equivalent in scholarship and/or other professional accomplishments.

### **2. Associate Professor**

An Associate Professor possesses all of the qualifications of an Assistant Professor, in addition to:

- a. Teaching experience that demonstrates his/her continued excellence in pedagogy. Evidence of excellent teaching may include peer observations; course syllabi; new courses developed; contributions to new majors, minors, and programs; assignments; a sampling of student work; and/or a teaching philosophy.
- b. For full-time faculty, demonstrable service to his/her department, and school, and/or institute. For part-time faculty, service is not required, but if the candidate does service for the department, school, or Institute, this shall be taken into consideration in the weighing of the application.

Service may include participation in department, school, or Institute committees; student advisement of theses; advisement of student groups; organization of presentations, readings, performances, conferences, or symposia; participation in student reviews and critiques; promotion of the department on social media; webwork for the department; doing peer observations; service to the Faculty Union; serving on the Academic Senate or the Board of Trustees.

- c. Ongoing professional engagement in her/his field as demonstrated through publications in reputable journals/presses, performances/exhibitions in venues recognized by leaders in the field, and/or engagement with other intellectual venues that acknowledge the faculty member as a significant contributor to her/his field.

### **3. Full Professor**

A Full Professor possesses all of the qualifications of an Associate Professor, in addition to:

- a. Compelling and clear evidence that the faculty member has contributed substantially to his/her field as evident through a portfolio of work recognized by leaders in her/his field.