

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

*Handbook 2021-2022*

## 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 2016 - 2021 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. The Department of Art and Design Education shall also maintain current status of all faculty in order to verify eligibility and proper promotional sequencing of applicants.

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 2017.

### 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

### Sabbaticals

3. Collective Bargaining Agreement (CBA) between the Administration of Pratt Institute and the United Federation of College Teachers (UFCT), MOU 2016-2021 can be found at <http://www.pratt-union.org>.

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## 1. Peer Review Committee

- **Purpose** See CBA XVI.2

- **ADE Peer Review Committee Composition**

The Peer Review Committee shall be composed of three full-time faculty members (when possible). 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.

- **Review Team Composition**

The Peer Review Committee shall decide the composition of the Review Team, which will conduct teaching observations for each full time and part-time applicant. The Review Team members shall be selected from full time or part-time faculty. The review team should be made up of faculty with the same rank corresponding to or above the faculty member under consideration. To determine corresponding rank other factors such as years of teaching and credentials can be considered.

- **Peer Review Committee Functions**

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

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

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

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

- Determine that all required materials are submitted
- Gather observations of faculty's classroom by the Review Team
- Collect, file and secure applications in accordance with CBA requirements.

In addition:

- The Peer Review Team for teaching observations shall submit a written report to the Peer Review Committee.
- The Peer Review Committee will review the written observation report and may add its comments,
- The Peer Review Committee reviews the candidate's application and 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 limited to fifty percent of a full-time workload.

Adjunct-

Part-time teaching load limited to seventy-five percent of a full-time workload. Benefits include tuition remission.

*Adjunct w/CCE (Certificate of Continuous Employment):* CCE is adjunct tenure status. “Every effort” is made to provide the CCE with “(3/4) of a full-time workload” [CBA 23.3(a)]. In addition to full tenure protections, benefits include: tuition remission, retirement/pension plan, and health coverage. In

the event that a full-time position becomes available within one's field of competence, the Adjunct w/CCE will be a finalist [CBA 23.1(a) (2)].

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 16.5]. However, "each two years of prior full-time faculty service at an accredited college or university shall be credited as equivalent of one year full-time service at Pratt Institute for purposes of eligibility for tenure to a maximum of two years full-time service at Pratt" [CBA 30.4]. Benefits include: tuition remission, tuition exchange, retirement/pension plan, and health coverage.

Full-Time [tenured]:

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 does not apply). 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/area).

- **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

A professional resume that establishes clear and recognized leadership in the faculty member's field such as published awards, public recognition, and/or contributions to his/her specific discipline.

Service to the Department and Institute

### 3. Standards of Evaluation

- **Teaching Excellence/ Teaching Effectiveness:** Quality of student work as presented by applicant and as seen in student work, hallway and gallery exhibits, curriculum and curriculum development, student evaluations, and teaching observations.
- **Professional Accomplishments:** Exhibitions, creative work, or the equivalent, and/or written materials either by or about the applicant, performances, screenings, awards and any other evidence of professional achievements.
- **Scholarly Activities and Publications:** Participation in scholarly societies, presentations at conferences, publications, research projects.
- **Departmental Service:** Presentations, class exhibitions, student advisement, service on ADE committees, departmental searches and/or any assistance with departmental projects, programs and events.
- **Institutional Service:** Portfolio Review Day, Academic Senate, Open House, Family Weekend, Institute Search Committees, Institute Committees, and Institutional Initiatives.

### 4. Candidate Application

- **Letter of Application:** Addressed to the Chair of the ADE Peer Review Committee, application letter should clearly state the desired faculty action: promotion, change of status, reappointment and/or tenure, as well as speak to the applicant's role, experiences and achievements at Pratt Institute. Standard academic CV format should be used.
- **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, innovation in teaching methods, use of

instructional materials, and samples of student work.

- **Letters of Recommendation:** Applications for Full-Time tenure and CCE should include at least two letters of recommendation from established individuals in the candidate's field from outside the Institute and may also include letters of recommendation from colleagues within the institute and/or students and alumni.
- **Application Deadlines:** Please refer to the Institute's schedule for Re-appointment, 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- October. No exceptions or extensions to this deadline will be considered. It is the responsibility of the applicant to submit a complete application.

#### 5. Review Committee Procedures

- **Teaching Observations** The Review Team (see above) shall conduct a minimum of two teaching observations. If the candidate is teaching more than one course the observations should be in at least two different courses. 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 should be submitted to the Chair of the Peer Review prior to the observation indicating the faculty member's goals for the lesson to be observed, and what indicators of student learning the faculty member will be looking for.
- **Review of Student Evaluations** The Review Team will summarize student evaluations for two semesters prior to the observation. The review will be conducted by the Chair of the Peer Review in the department office in the company of another Peer Review member or the ADE Assistant to the Chair.
- **Review of Student Work** The Review Team will review the student work submitted by the applicant.
- **Review of Syllabi** The Review Team will look at all syllabi submitted
- **Review of Self-evaluation** (CV and cover letter)
- **Review of Recommendations**

#### 6. Sabbaticals

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), MOU 2016-2021. Section 29.2(a) of the MOU 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.

A faculty member eligible for a sabbatical must make a request in writing to the ADE Department Chair by the deadline indicated in the 2021-2022 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.

## II. FORMS

Teaching Observation Form  
Sample Recommendation Letters  
Check List

ART EDUCATION DEPARTMENT

PRATT INSTITUTE

Peer Review Committee Teaching Observation Report 2021-2022

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.*

**PRC Sample Recommendation Letter:**

**[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 2021-2022**

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

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

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

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

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**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: \_\_\_\_\_

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	<b><u>Approval</u></b>	<b><u>Denial</u></b>	<b><u>Date</u></b>
P.A.R.T	_____	_____	_____
Department Chair	_____	_____	_____
Dean:	_____	_____	_____
Provost:	_____	_____	_____
President:	_____	_____	_____
Board of Trustees:	_____	_____	_____

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**Supporting Documentation**

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

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

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

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

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

Checklist should be attached to package.