



School of Design
Graduate Communications / Packaging Design Department
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Fall 2018

Guidelines for Appointment, Reappointment, Promotion, Change of Status and Tenure

Pratt Institute – School of Design and the Graduate Communications Design Department

Respectfully prepared and submitted by the GradCOMD Faculty Peer Review Committee.
 (2008 through 2019, Updated 12/2018)

OVERVIEW

The following is a combination of the School of Design (SOD) and Graduate Communications Design Departmental Peer Review Committee Guidelines. All are subject to the terms of the CBA contract.

Excellent teaching is fundamental to a quality education. The proper mentoring, critical and supportive review, and where merited, appropriate promotion, change in status, reappointment, and conferral of tenure, of our faculty ensures an environment of excellent teaching and engaged educators. What follows are the administrative guidelines governing the evaluation for promotion and tenure in the School of Design. These guidelines were created in consultation with the department chairs in the School of Design and are intended to assist faculty in the School of Design applying for a change in rank or status, reappointment and tenure.

It is the responsibility of the faculty member applying for an appointment, reappointment, promotion, change of status, and/or tenure to provide sufficient documentation to demonstrate that s/he has met these standards.

*These guidelines are not intended to replace or otherwise contravene any requirement of the collective bargaining agreement [CBA] or Peer Review Committee guidelines currently in effect. Faculty members are encouraged to review the current UFCT agreement and to consult with the departmental Peer Review Committee before applying for reappointment, change in status, promotion and/or tenure – **SOD**.*

ANNUAL CLOCK

Faculty Application to PRC	— mid October
PRC Review to Chair	— early November
Chair to DEAN	— mid January
Provost to Board	— mid April
BOD to Provost	— early May
Provost to faculty Applicant	— on or before last day of spring term

TERMS and DEFINITIONS

(All Faculty):

The following descriptions of ranks are general, and are subject to the terms of the CBA contract.

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

Rank (Promotion)

- Rank indicates academic level.
- At Pratt the ranks are: *Instructor, Assistant Professor, Associate Professor, Professor.*

Normally, faculty 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 with prior college level experience may be appointed at the rank last held at their previous institution.

*An upgrade in rank is referred to as a **Promotion**.*

Status (Change in Status)

- Status indicates employment level.
- At Pratt, full-time 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 w/ 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 non-tenured, tenure track; tenured; and half time

*An upgrade in status is referred to as **Change in Status**.*

(Please note: A Simultaneous application for promotion in rank and a change in status is possible)

**ACADEMIC TITLES,
RANK, AND STATUS**

(All Faculty):

Academic Titles of Rank:

The following descriptions of ranks are general, and are subject to the terms of the CBA.

INSTRUCTOR

Those with no prior teaching experience or rank are most often initially appointed as instructors. Those with substantial professional attainment may be appointed at higher rank.

ASSISTANT PROFESSOR

Assistant professors will hold earned terminal degrees appropriate to their discipline, or equivalent professional distinction appropriate to their disciplines. Final determination of what constitutes substantial equivalence to a given degree or appropriate to a given rank is made by the provost upon the recommendation of the chair of the department or dean of the school and the appropriate dean. Written copies of such determination will be provided to the chair of the department or dean of the school for inclusion in the personnel file.

Faculty members at the rank of assistant professor should demonstrate professional competence in the areas of teaching, creative and scholarly work, professional activity, and service to the Institute.

ASSOCIATE PROFESSOR

Associate professors will hold the terminal degree or equivalent professional distinction appropriate to their disciplines.

The rank of associate professor is normally reserved for those members of the faculty who, in addition to a consistent level of professional competence, have demonstrated noteworthy performance in the areas of teaching, creative and scholarly work, professional activity, and service to the Institute. Regional recognition by peers is a demonstration of noteworthy achievement in creative or scholarly work. Noteworthy service at the associate professor level implies not only active involvement in the Institute, school, department and community, but also leadership and innovative contributions.

PROFESSOR

Professors will hold the terminal degree or equivalent professional distinction appropriate to their disciplines. Appointment at the rank of professor is made on the evidence of cumulative and ongoing achievements in the following areas of criteria: teaching effectiveness; creative and scholarly work and/or professional activity; and service to the Institute. The professorial rank is reserved for that faculty whose excellence is recognized by peers within the Institute and peers external to the Institute.

The rank of professor is a mark of recognition and honor reserved for the mature and seasoned teacher whose scholarship or professional attainments reflect credit upon the Institute. The rank will not be conferred solely as a result of seniority, administrative service, or institutional service and is not a mandatory promotion.

Criteria for Promotion**CHANGE IN RANK**

(Academic Level):

NOTE: A number of sustained years of teaching at one level at Pratt Institute is required prior to consideration for promotion.

The "Time-Clock" of years served begins after the first year of hire at any one level of Rank.

Promotion from Instructor to Assistant Professor

- Four (4) years of excellence in graduate teaching as an Instructor at the Institute.
- Have an active record of professional accomplishments
- Terminal degree or equivalent level of professional experience
- Involvement in faculty and department activities
- Service to the Institution

SOD: The applicant should be able to demonstrate a range of academic, professional and service related activities consistent with other professionals at his/her level of development.

Promotion from Assistant Professor to Associate Professor

- Five (5) years of excellence in graduate teaching at the Assistant Professor level at the Institute.
- Distinguished professional achievement in area(s) to be taught
- Professional résumé and portfolio with a substantial body of work
- Involvement in faculty and department activities
- Clearly recognized leadership in the profession of teaching
(at least 3x letters of recommendation from recognized authorities in the field)
- A sustained record of service to the Institution.

SOD: The applicant should be able to demonstrate a level of excellence in their academic and professional activities. The applicant should also show evidence of commitment and consistent service to the school, campus and community.

Promotion from Associate Professor to Professor

- Five (5) years of excellence in graduate teaching at the Associate Professor level at the Institute.
- Distinguished professional achievement in area(s) to be taught
- Professional résumé and portfolio with a substantial body of work
- Involvement in faculty and department activities
- Clearly recognized leadership in the profession of teaching
(at least 3x letters of recommendation from recognized authorities at the Institution and in the field)
- A sustained record of service to the Institution.

SOD: The applicant should be able to demonstrate that they are a recognized leader in their respective disciplines through their academic, professional and service related activities. The applicant should also show evidence of commitment and consistent service to the school, campus and community.

Criteria for Change in Status**CHANGE of STATUS****Visiting to Adjunct**

(Employment Level):

CHANGE OF STATUS: VISITING TO ADJUNCT

- Broad and appropriate level of teaching skills
- Professional résumé and portfolio that demonstrates professional accomplishment
- Expertise is appropriate to the long-range needs of the Graduate Design Department
- Ability to fulfill the increased commitment in teaching (75% of full-time)
- Willingness to be involved and offer contributions and service to Pratt Institute

Demonstrated at the Visiting Level

- Three (3) to five (5) years of excellence in graduate teaching at the Visiting Level
- Distinguished practitioner
- Specialist in the profession
- Professional résumé and Portfolio of a significant body of work
- Involvement in faculty and department meetings and activities at Pratt Institute

SOD: It must be shown that the teaching skills and professional accomplishments of the faculty member are broad and appropriate to the present and long-range needs of the department and the School of Design. The faculty member should demonstrate a willingness to fulfill the increased commitment in teaching and service, which an Adjunct appointment may carry, including evidence that s/he has the capability to teach the maximum load required for change of status.

Criteria for Change in Status**CHANGE of STATUS****Visiting to Adjunct**

(Employment Level):

Change from Adjunct to Adjunct w/CCE (Certificate of Continuous Employment /Tenure for Adjuncts)

- Excellence and achievement in graduate teaching at Pratt
- Highest achievement in the profession (*at least 3 recommendations from notable clients*)
- Professional résumé and a portfolio of significant work
- Involvement in faculty and department activities
- Expertise appropriate to the long-range needs of the Department, School of Design and Pratt Institute
- Meaningful record of service to the Institution
- Evolving contributions and service to Pratt
- Reference the CBA years served guidelines for Tenure/CCE in the CBA contract.

The applicant must have completed 10 semesters (5 years) as Adjunct of continuous teaching in the School of Design. CCE 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. – SOD

**Tenure and Reappointment
for Full Time Faculty****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 midyear)."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. – SOD

Third-year Review

For recommendation to reappointment at the start of the third year, a faculty member must demonstrate competence in the areas of teaching, service, and professional accomplishment such that s/he is on a path to becoming a significant and excellent teacher, scholar, and professional artist/designer. In the third-year letter, the department has the responsibility to identify any area 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 professional accomplishments. – SOD

- **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, departmentwide 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, campus and community.*
- **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 her/his field.*

Tenure and Reappointment for Full-Time Faculty

Fifth-year Review

For recommendation to reappointment at the start of the fifth year, a faculty member must demonstrate success in the areas of teaching, service, and professional accomplishment so that it is clear and evident s/he is 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. – SOD

- **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 her/his 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 review, a faculty member must demonstrate a level of engagement in her/his field so that her/his professional accomplishments.*

Tenure

For recommendation to tenure, a faculty member must demonstrate mastery and excellence in the areas of teaching, service, and professional 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. – SOD

- **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 her/his 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 her/his commitment to serve the department, and School and Institute throughout her/his 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 her/his field so that her/his professional 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 professional portfolio must clearly demonstrate a commitment to professional excellence that will continue throughout her/his academic career. – SOD

Support Materials

(PDF File)

Details are on line @Pratt.edu

Recommended Support Materials for Promotion, Reappointment and Tenure

Broad and Every faculty action should include the materials listed below. Complete support materials are critical to the review process. An electronic dossier saved as a PDF file must be clearly organized by the three categories of evaluation – teaching, creative practice and/or professional work, and service – is required. Attributions should be clearly marked 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.

Checklist of Materials to be Included

(PDF File)

Details are on line @Pratt.edu

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 C.V. Format on last page)

Statement of Intent.

A statement on research, creative practice and teaching philosophy and goals, positioning your work within the realm of the discipline, and describing your trajectory. 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.

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 of status should demonstrate that departmental needs could be met with the applicant's teaching expertise. The Peer Review Committee will solicit copies of student evaluations for up to 10 terms (*5years*) 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, but should also cover the full period of full time tenure track appointment.

Academic Research/Creative Practice can include:

- Examples of published books, articles, or papers
- Evidence of participation in external lectures series, symposia and conferences.
- Evidence of academic research, research grants, ad fellowships.

Professional Work/Creative Practice:

- Examples of professional 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

Please Note: *In all cases, the candidate should clearly indicate his/her contribution to work done in partnership or teams.*

**Checklist of
Materials to be Included
(PDF File)**

Evidence of Service

- Evidence of the applicant's **sustained record of** 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

Reappointment

Two (2x) letters of recommendation from professional colleagues – one (1x) from the inside and one (1x) from the outside are now required for reappointment at the three and five year level. If additional letters are made available, they may be beneficial to the review.

Tenure

Application for Tenure should include four (4x) letters of recommendation from **recognized authorities or** individuals outside of the Institute who have the background and expertise to render an opinion on the applicant's evidence of academic and professional work.

While letters of recommendation from professional 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, including working with colleagues in other schools within the Institute, but these are not required.

C.V. FORMAT

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.

- Paginate after 1st page; include your name
- Organize in reverse chronological order within sections
- Use the Following or Similar section titles

1. IDENTIFYING INFORMATION

Name, address, phone number, e-mail, URL

2. EDUCATION

Degree/s, including majors and minors

Institution, location

Year of start and completion

List all academic degrees you have earned (noting honors)

3. TEACHING EXPERIENCE

Position/Rank, year(s),

Institution, location

4. COURSES TAUGHT

Course(s) taught (list titles and differentiate TA posts)

List semester and year

5. PROFESSIONAL EXPERIENCE

Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

6. PUBLICATIONS for RESEARCH/CREATIVE PRACTICE

Separate ALL authored works into Books, Chapters, Journal Articles, Symposia/Conference Proceedings (printed and/or online), and Publications that feature your work.

- If a journal article or manuscript has been peer reviewed (blind or otherwise), that should be indicated.
- Unless you are the author, the actual publication need not be submitted. A scan of cover, ISBN and publication details, table of contents and your article or relevant pages should be included.
- Bibliography of your work in reviews, articles, catalogs of work.
- Entries of publications, reviews, blogs, etc. that feature your work, can also be listed like a bibliography.
- Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

7. EXHIBITIONS

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 or not the work is collaborative and to clearly identify your contribution.

8. 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.

9. AWARDS, HONORS, FELLOWSHIPS AND SCHOLARSHIPS

This could also include artist in residency programs, etc.

10. ACADEMIC SERVICE

A record of service to the department, the School, and the Institute, including participation in Board of Trustee service, and committee membership.

A record of service to academic discipline and/or outside professional organizations.

11. PROFESSIONAL AFFILIATIONS

12. SKILLS

13. LANGUAGES

14. CONTINUING EDUCATION

Include symposia, courses taken, etc.

List where and dates.