

Pratt Institute, History of Art and Design Department

Criteria on Promotions, Changes of Status, and Tenure (May 2015)

General Guidelines:

When preparing a letter of application, faculty members should consult the following resources:

- This document
- School of Liberal Arts and Sciences, Dean's Guidelines for Faculty Appointments, Changes in Status, Promotions, and Tenure
- Union Contract (union office 718 636-3614)

Each application is reviewed at the following levels and notified in a letter sent by the Chair, Dean, and Provost:

- Peer Committee, Department of the History of Art and Design
- Chair, Department of the History of Art and Design
- Dean of the School of Liberal Arts and Sciences
- Provost

The mandate of the Peer Committee is to make an initial recommendation based on the departmental faculty's evaluation of the merits of candidates' applications for promotion. These recommendations will then be forwarded to various members of the Pratt administration listed above.

Note: Change of status or promotion may or may not affect salary as that is determined by union contract. Salary can otherwise only be re-negotiated after a return to Pratt following at least one entire academic year of not working for the Institute.

*** For all faculty action applications, the file must include:

- A C.V. and letter of application
- A list of courses taught during the review period
- Syllabi for these courses
- Evidence of professional accomplishment (with supporting material submitted)
- Service to the HAD department
- Classroom performance evaluation by member(s) of the Peer Committee (to be arranged by the Peer Committee)

Student course evaluations will also be read by the Peer Review Committee and Department Chair. These do not need to be submitted by the applicant.

Promotion (Change of Rank)

From Instructor to Assistant Professor:

- Minimum of two semesters (excluding summers) of successful teaching at Pratt.
- Ph.D. required (or terminal degree in non-academic fields).
- Demonstration of some professional activity in the field (lectures, reviews, and/or articles). Include supporting material.

From Assistant to Associate Professor:

- Minimum of six continuous semesters (excluding summers) of successful teaching at Pratt at the Assistant Professor level.
- Ph.D. required (or terminal degree in non-academic fields).
- Recent scholarly activity and active professional engagement (peer-reviewed publications, lectures, curated exhibitions).
- Recommendations from colleagues in the candidate's field outside of Pratt. Submit three names with contact information to the Peer Committee. You may additionally include the name of a Pratt colleague who can attest to your contribution to the department.

From Associate to Professor:

- Minimum of six continuous semesters (excluding summers) of excellent teaching at Pratt at the Associate Professor level.
- Ph.D. required (or terminal degree in non-academic fields).
- Significant recent scholarly activity and active professional engagement. This should include a book by a peer-reviewed publisher as well as peer-reviewed publications, lectures, and/or curated exhibitions. Essays and articles must be published in reputable journals and anthologies recognized by leaders in the field. Serving as a book editor is also evidence of professional engagement.
- Recommendations from colleagues in the field outside of Pratt who can assess your scholarly contribution. Submit five names with contact information to the Peer Committee. You may additionally include the name of a Pratt colleague who can attest to your contribution to the department.

Change of Status

Visiting to Adjunct:

- Minimum of six continuous semesters (excluding summers) of successful teaching at Pratt at the Visiting Professor level.

- Ph.D. required (or terminal degree in non-academic fields).
- Recent scholarly activity and professional engagement (peer-reviewed publications, lectures, curated exhibitions).
- Recommendations from colleagues in the field outside of Pratt. Submit three names with contact information to the Peer Committee. You may additionally include the name of a Pratt colleague who can attest to your contribution to the department.

Full-Time

Full time positions are the result of national searches to which applications are submitted.

Tenure (full time) and CCE (adjunct)

Candidates for tenure must demonstrate excellence in teaching, scholarship through professional publications and activities, and service.

- Minimum of six years of excellent teaching at Pratt at the Adjunct or Full-Time level to be determined by a classroom evaluation by members of the Peer committee and student evaluations.
- Ph.D. required (or terminal degree in non-academic fields).
- Significant recent scholarly activity and active professional engagement. This must include a book by a recognized peer-review publisher as well as peer-reviewed publications in journals and anthologies, lectures, and/or curated exhibitions. Essays and articles must be published in reputable scholarly journals recognized by leaders in the field. Serving as a book editor is also evidence of professional engagement.
- Recommendations from colleagues outside of Pratt who can assess your scholarly contribution to the field. Submit eight names with contact information to the Peer Committee. You may include the name of a Pratt colleague who can attest to your contribution to the department and the Institute.

