

**SOCIAL SCIENCE
& CULTURAL STUDIES DEPARTMENT
Promotion, Appointment, Reappointment, and Tenure Committee
Revised Rules for Faculty Actions
Spring 2020**

Introduction

The SSCS Department’s promotion, appointment, reappointment, and tenure committee (PART) was established and given its mandate under the Collective Bargaining Agreement (CBA Art. 16.2). In relevant part, the CBA reads: “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 in each Department and/or Area and in the Library shall set up such procedures as they deem appropriate to effectuate the foregoing.”

The PART Committee in the Social Science & Cultural Studies Department is what is called a “committee of the whole” which comprises the entire Department, as opposed to a designated group from the Department. A PART Chair is elected by the Committee every year in the Spring semester to serve as Chair for the next school year beginning in the Summer semester. The PART Chair’s role is to manage and coordinate the faculty action process on the faculty Departmental level.

There are eleven potential faculty actions, which are divided between changes in “status” and changes in “rank.” These are again divided between those applicable to part-timers and those applicable to full-timers. Consistent with the SSCS Rules outlined below, candidates can apply for changes in status and changes in rank separately or at the same time.¹

Under the Collective Bargaining Agreement (CBA), the term “status” refers to tiered levels that indicate a faculty member’s employment relationship with the Institute. It concerns, among other things, the maximum number of contact hours the faculty member is allowed/guaranteed to teach at Pratt (CBA Art. 20), as well as to whether or not the faculty member is tenured or untenured. Part-time faculty members’ status levels are:

- Visitor
- Adjunct
- Adjunct with a Certificate of Continuous Employment (CCE).

Full-time faculty members’ status levels are:

- Tenure-track

¹ For simultaneous actions, redundant document requirements for each action are satisfied by one copy in the candidate’s file.

- Tenured
- Half-time.

“Rank” refers to a faculty member’s academic title. Both part-time and full-time faculty are eligible for promotions in rank. The ranks are:

- Instructor
- Assistant Professor
- Associate Professor
- Professor
- Professor Emeritus/Emerita *honorific title*

In the Fall semester, the PART Committee meets to vote on all candidate applications for changes in rank and status that year. Voting must be done in person and not through proxy or absentee votes. Only those Committee members of a higher rank or status may vote on a candidate’s faculty action. Each faculty action by each candidate is voted on separately.

Rank of PART Committee member:	Eligible to vote on applications for changes of rank by current:
Part-time Assistant Professor	Part-time Instructors
Part-time Associate Professor	Part-time Instructors, Part-time Assistant Professors
Part-time Professor	Part-time Instructors, Part-time Assistant Professors, Part-time Associate Professors
Full-time Instructor	All Part-time ranks
Full-time Assistant Professor (yrs 1-3)	All Part-time ranks, Full-time Instructors
Full-time Assistant Professor (yrs 4-5)	All Part-time ranks, Full-time Instructors, Full-time Assistant Professor 3 rd year Reappointments
Full-time Assistant Professor (yrs 6-7)	All Part-time ranks, Full-time Instructors, Full-time Assistant Professor 3 rd year and 5 th year Reappointments
Full-time Associate Professor	All Part-time ranks, Full-time Instructor, all Full-time Assistant Professor Reappointments, Full-time Assistant Professors after their 5 th year Reappointments
Full-time Professor	All ranks

Status of PART Committee member: **Eligible to vote on applications for changes of status by current:**

Part-time Adjunct Professor Part-time Visiting Professors
Part-time Adjunct Professor with CCE Part-time Visiting Professors, Part-time Adjunct Professors

Full-time Tenure Track All Part-time statuses

Full-time Tenured All Part-time statuses, Full-time Tenure Track

SSCS Rules for Promotion, Appointment, Reappointment, and Tenure

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CHANGES IN RANK

Changes in Rank for Part-timers

1) Instructor to Assistant Professor

Eligibility: Must be ABD
Evaluative criteria: **Potential or proven excellence in teaching**
Required documents: **CV, classroom observation**

2) Assistant Professor to Associate Professor

Eligibility: Must have a PhD
 Must be an Assistant Professor
Evaluative criteria: a) Scholarly publication(s) and presentation(s) to academic or professional associations, conferences, seminars, etc., social media. b) An active research project which will bring the recognition of peers and notice to the Department and Institute and an ongoing record of presentations to learned societies.
Required documents: **CV, classroom observation**

3) Associate Professor to Professor

Eligibility: **Must be an Associate Professor**
Evaluative criteria: a) Teaching and curriculum development; Publication of a significant body of scholarly, public, creative, or critical writings which are recognized by peers both within and outside of the Institute. b) Significant activity in academic or professional associations, conferences, seminars, etc., or editorship of a scholarly publication. c) Experience in teaching as a Visiting or Part-time instructor. d) Potential or proven excellence in teaching and scholarship, as determined.
Required documents: CV, recommendations, teaching observations, curricular development, etc. where appropriate

Two external letters

Changes in Rank for Full-timers

4) Instructor to Assistant Professor

- Eligibility: Must have a PhD. In exceptional cases Assistant Professors may be appointed with ABD status.
- Evaluative criteria: a) Potential or proven excellence in teaching and scholarship. b) Publications, presentations, projects, determined by the faculty to be of sufficient scholarly or academic importance. c) A well developed, written, plan of scholarly activity and research.
- Required documents: CV, recommendations, observations, curricular development, student evaluations, teaching awards, attainment of Adjunct rank and status, Certificate of Continuing Education, etc. where appropriate.

5) Assistant Professor Reappointments (3rd and 5th year reviews)

- Eligibility: a) 3 years or 5 years as an Assistant. b) PhD or ABD with submitted and approved dissertation.
- Evaluative criteria: a) Demonstrated abilities in teaching and scholarship. b) Publications, presentations, projects, book manuscripts determined by the faculty to be of sufficient scholarly or academic importance, contribution to cultural journals whether print or online, and continued participation in the profession. c) A well developed, written, plan of scholarly activity and research. d) Service to the Department, SLAS or the Institute.
- Required documents: CV, recommendations, classroom observations, and curricular development. where appropriate.

6) Assistant Professor to Associate Professor

- Eligibility: Must serve at least 2 years as an Assistant Professor
- Evaluative criteria: a) Teaching and curriculum development. b) Scholarly publication(s) and presentation(s) to learned societies such as academic or professional associations, conferences, seminars, etc. c) An active research project which will bring the recognition of peers and notice to the Department and Institute Except in extraordinary circumstances, a minimum of 2 years as an Assistant Professor. d) Service on any all-Institute committees or organizations. e) Service to the profession outside the Institute, demonstrated by selection as reviewers for academic journals, tenure and promotion committees, grants, fellowships, awards, activity in the public sphere (social media, broadcasting, newspapers, cultural journals, talks).
- Required documents: **CV, classroom observation**

7) Associate Professor to Professor

- Eligibility: **Must be an Associate Professor**
- Evaluative criteria: a) Teaching and curriculum development. b) Publication of a significant body of scholarly, public, creative, or critical writings which are recognized by peers both within and outside of the Institute. c) Continued activity in academic or professional

associations, conferences, seminars, editorship of a scholarly publication, activity as reviewer or reader on journals, book series, or committees outside the Institute. d) A major active research project which has brought the recognition of peers and notice to the Department and Institute. e) Service on Department, SLAS, or Institute committees and organizations

Required documents:

CV, two external letters

8) Professor to Emeritus

Eligibility:

Must be a tenured Professor

Evaluative criteria:

Required documents:

CV

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CHANGES IN STATUS

Changes in Status for Part-timers

9) Visiting to Adjunct

Eligibility:

Must be at Pratt for 4 semesters

Evaluative criteria:

Potential or proven excellence in teaching

Required documents:

CV, classroom observation

10) Adjunct to Adjunct with Tenure (CCE)

Eligibility:

[Specifically addressed in the CBA (Art. 23)] Must be at Pratt for at least 10 semesters.

Must have a PhD

Must be an Adjunct

Evaluative criteria:

a) Teaching. b) PhD. In special circumstances, where the qualifications of the faculty member are extraordinary, CCE can be awarded if the faculty member has completed all the requirements for the doctorate but the dissertation. c) Service on any Department, SLAS, and any All-Institute committees or entities such as the Academic Senate or faculty Union. d) Demonstrated activity in the appropriate scholarly field in the form of publication and presentations.

Required documents:

Two external letters

CV, classroom observation

Changes in Status for Full-timers

11) Tenure-track to Tenured

Eligibility:

[Specifically addressed in the CBA (Arts. 16.5, 29.4) and current SSCS PART Rules (2.A)] Must be at Pratt for 7 years (unless originally appointed as a lateral hire from another institution)

Evaluative criteria:

a) Teaching. b) Service to the Department, the SLAS, and service on any All-Institute committees. c) Evidence of strong and continued scholarly publications including monographs, edited collections, articles, review essays, in peer-reviewed or referred journals, editorship of a scholarly publication, grants for

research or collaborative projects, academic awards and fellowships, and works in broadly recognized popular venues and social media. d) Presentations to appropriate learned societies such as academic or professional associations, conferences, seminars, etc. e) An active research project which will bring the recognition of peers and notice to the Department and Institute. f) Service on any all-Institute committees or organizations. g) Service to the profession outside the Institute, demonstrated by selection as reviewers for academic journals, tenure and promotion committees, grants, fellowships, awards, activity in the public sphere (social media, broadcasting, newspapers, cultural journals, talks).

Required documents:

Two external letters.

CV, classroom observation