

Film/Video Peer Review Committee Guidelines 2020

The committee is generally made up of five people including the Chair who is selected by the committee. Members serve for three years unless they recuse themselves. Members who recuse themselves should do so early in the fall semester. Elections, if needed, will be called by the committee Chair. To serve on the Peer Review Committee, one must either teach Full-Time, have Adjunct Status or taught as a Visiting Instructor for five years. Deliberations of the Peer Review Committee are confidential.

The Film/Video Peer Review Committee generally requires at least three years of teaching in the Department before considering Adjunct Status. A terminal degree, or equivalent professional experience, is required, as per guidelines outlined in the Collective Bargaining Agreement between Pratt Institute and the UFCT.

The Committee bases its evaluations on:

- **Teaching Effectiveness:** Judged equally by student work produced in the applicant's classes, ability to teach a range of courses, student evaluations and peer classroom evaluations for CCE and tenure track applicants.
- **Creative, scholarly work, and/or Professional Activity**
- **Service to the department, and/or school and Institute:** Some examples of department service include: Committee service, Portfolio Day review, Review participation, Faculty meeting attendance. Examples of school/Institute service include: Trustee Committee, Academic Senate, extra-departmental survey panels, search committee, Institute-wide committees, School of Art committees, Union delegate or official.

Definition of terms for appointments:

RANK indicates academic level. The ranks are: Instructor, Assistant Professor, Associate Professor, Professor. Subject to the approval of the dean and Provost, faculty with prior college level experience may be appointed at the rank last held at their previous institution. An upgrade is considered a promotion.

STATUS indicates employment level. Such levels are:

- Visiting, limited to 50% of full-time P/T
- Adjunct, limited to 75% of full-time P/T
- Adjunct with CCE: Adjunct with Certificate of Continuous Employment
- Full-time: Load varies by school and graduate vs. undergraduate (see CBA)
- Full-time tenured

An upgrade here is a change in status. Simultaneous applications may be permitted, depending on departments.

Criteria for Promotions:

1. Assistant Professor: Normally 3-5 years teaching at Instructor level, terminal degree or its

equivalent professional experience and a current record of professional accomplishments.

2. Associate Professor: 4-6 years at Asst. Prof. level, appropriate degree or equivalent, record of service to Institute in keeping with part time availability, and a current record of professional accomplishments.

3. Full Professor: 4-6 years teaching at Assoc Prof level, degree or equivalent, significant record of service to the Institute, and professional resume that establishes clear leadership in the faculty member's field.

Criteria for Changes in Status:

1. Visiting to Adjunct Status: Applicant's record shows that teaching skills and professional accomplishments are broad and appropriate to the needs both present and in the long range of the Department.

Applicant's letter of intent should describe service to the department outside the classroom. If applicant has been unable to provide service to the department, letter of intent should describe reasons for this and/or how the applicant envisions future service to the department.

2. Tenure and CCE-Meeting requirements previously stated, significant service to the Institute, high level of achievement in teaching and professional accomplishments, and whose expertise is appropriate to the long range needs of the Department. Applicants also need to provide peer classroom evaluations of current classes as well as letters of recommendation from outside reviewers and former students.

For further information about changes of rank and status please refer to Article XVI of The [Collective Bargaining Agreement](#) between The United Federation of College Teachers, Local 1460, AFL-CIO and The Administration of Pratt Institute. The CBA covers all Pratt Faculty, irrespective of Union membership.

Materials Required for Submission on Interfolio:

- Letter of Intent
- PDF that includes links to creative work by the applicant and press material if available. Links can be public, private or password-protected
- PDF of links to 10-20 minutes of recent student work
- PDF of an updated CV that includes classes taught at Pratt and other schools as well as creative and professional work and an exhibition and publication record
- PDF list of recent service to the department or the school with dates
- Any letters of recommendation should be current and dated
- All CCE and tenure-track applicants are responsible for organizing their own Peer Classroom evaluations, which are required