

Design Management Department Peer Review Committee Guidelines

These guidelines are intended to assist Design Management Department faculty in applying for reappointments, changes in status, promotions and tenure. These guidelines are advisory only and are not intended to replace or otherwise contravene any requirement of the current UFCT collective bargaining agreement. Faculty members are urged to review the current UFCT agreement and to consult with their departmental peer review committee before applying for reappointment, change in status, promotion and/or tenure.

Definition of Terms

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

Rank indicates academic level, such as Instructor, Assistant Professor, Associate Professor, and Professor.

Status indicates employment level. At Pratt, status titles include:

- Visiting: Part-time; teaching load limited to 50% of Full-time;
- Adjunct: Part-time; teaching load limited to 75% of Full-time;
- Adjunct with CCE: Adjunct with Certificate of Continuing Employment;
- Full-time: 11 contact hours of lecture or 12 contact hours of studio; and
- Full-time Tenured: permanent appointment until retirement during efficient and competent service.

Initial faculty appointments may be made at Visiting, Adjunct, or Full-time status, depending on the needs of the department and with the approval of the appropriate administrators.

Change in Status/Criteria for Promotion

Simultaneous applications for a promotion in rank and change in status are permitted by the department. Criteria for promotion follows:

For Promotion to Assistant Professor – Normally three to five years of excellence in teaching at the Instructor level, the terminal degree or its equivalent, and an active record of professional accomplishments and service to the institution. In the case of a designer, professional accomplishment would mean active involvement in his/her profession as a designer. For an artist or craftsperson, professional accomplishment would require an active, or promising exhibition record. For the art historian, art educator or creative arts therapist, the professional record should include publications and other evidence of professional research. Scholarly faculty normally should hold the doctorate, appropriate terminal degree, or its equivalent.

For Promotion to Associate Professor – Normally four to six years of excellence in teaching at the Assistant Professor level, with a consistent record of service to the institution, and with definite signs in the professional record that the artist, designer, craftsman, historian, educator or therapist is on the way to becoming a recognized leader in his/her field.

For Promotion to Professor – Four to six years of excellence in teaching at the Associate Professor level, with a significant record of service to the institution, and with a professional resume that establishes clear and recognized leadership in the faculty member's field.

For Conferment of Tenure and the CCE – Tenure (full-time) or the CCE (Adjunct) may be conferred on those faculty members who have met the current probationary requirements and who demonstrate the

highest level of achievement in their teaching and their professional field, have a significant record of service to the institution, and whose expertise is appropriate to the long-range needs of their Department, the School of Art, and Pratt Institute.

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.

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 Committee's Standards of Evaluation are as follows:

1. **Teaching Excellence/Teaching Effectiveness:** Quality of student work as presented by applicant and as seen in student work, hallway and gallery exhibitions, curriculum or curriculum development and student evaluations.
2. **Professional Accomplishments:** Active professional practice associated with the field of arts and cultural management/design management, and aligned with the department's principle frameworks – Community, Culture, and Commerce; and Triple Bottomline by Design and Culture. Evidenced by creative work, grant funding, written materials either by or about the applicant, performances, screenings, awards and other evidence of professional achievements.
3. **Scholarly Activities and Publications:** Participation in scholarly societies, presentations at conferences, publications, research projects and visiting lectures.
4. **Service to the Department:** Service to department includes, but is not limited to Catalyst, participation and contribution to meetings sharing teaching methods and learning, peer to peer faculty development, and active engagement with students and alumni to support continuous learning journeys and our community of practice.
5. **Service to the School and/or Institute:** Service to the School/Institute includes, but not limited to participation as requested on Institute committees, strategic planning and sustainable practice, Senate and contribution of expertise outside of classroom and course to other departments, centers and to overall support of Pratt brand and positioning in market.

Required Support Materials

The following materials are required for application for appointment, reappointment, promotion, and tenure. Please submit your materials through the Interfolio platform.

1. Letter of Intent: Clearly state the desired action and/or change in status.
2. CV/Resume: An up to date, current Curriculum Vitae or Resume

3. Statement of Purpose: Brief statement of purpose outlining the applicant's "pedagogy of practice" that is aligned with the department's learning outcomes and rubrics, and in support of the 3Cs and TBLD+C frameworks.
4. Service to the Department and the Institute: Please submit as PDFs a list of any committee work and other services rendered, both in Department, for the School, or the Institute.
5. Evidence of Teaching Performance: Include a list of courses taught during the review period and copies of syllabi. The PRC will access course evaluations on file. You may submit samples of student work in the form of PDFs. You are also requested to arrange for a class observation by the Peer Review Committee.
6. Evidence of Professional Activity: Include any reports, publications, images, catalogs, reviews, etc. such as you deem central and/or relevant to your current professional activities. You may submit links to any moving image, audio or web-based work.
7. Letters of Support: Letters of support from both internal and external colleagues are strongly encouraged.

Applications for Tenure and CCE should also have a minimum of two current letters of reference from established non-Pratt affiliated professionals. Additional letters from peers may be provided.

Peer Committee Makeup and Voting:

All adjunct and full-time faculty are eligible to serve on the committee. Visiting faculty can serve on the PRC if they have taught three consecutive years in the department. Visiting faculty who are also part of the administration are not eligible to serve. Only faculty who are eligible to serve on the committee that semester can vote for members. Elections will be held late in the spring semester or early in the Fall semester and will be called by the PRC Chair.

The committee shall be made up of at least 3 and preferably 5 members. 3. Each member of the committee will serve for 2 years, which can be renewed.

These guidelines are to be revised and re-submitted to the Faculty Union for posting on the Union website each fall to maintain current committee makeup or guideline revisions.

Important dates for Peer Review Committee actions for 2018-2019 academic year:

Friday 9/28/18: Notice to the Chair of the Peer Review Committee of your intention to apply for a change of rank and/or status, such that he/she may open an online application case file for you.

Friday 10/19/18: Final Applications due on interfolio.com.

Week of 10/22/18: The PRC Committee will review the files of all faculty seeking action individually.

Weeks of 10/29-11/5/18: The Committee will meet as a group, review applications and make recommendations.

Week of 11/12/18: Recommendations to the Design Management Department Chair.