

## **Industrial Design Department**

### **Faculty Procedures for: Appointments, Reappointments, Promotions and Tenure**

- Seven elected members from the full-time and part-time faculty statuses shall comprise the department's peer review committee (PRC). Ideally, the committee should be representative of all disciplines/subjects; drawing, 3D, studio, CAID, prototypes and/or model making.
- All faculty – irrespective of status – with three (or more) years of service in the department are encouraged to submit their names for election, and serve on the PRC.
- PRC elected terms are for three years. Faculty may serve for as many terms or successive terms as they are duly elected for.
- Any faculty member wishing to apply for a status change, i.e., a change in faculty status from: (1) visiting to adjunct, (2) adjunct to adjunct w/CCE or (3) full-time (tenure track) to full-time tenured, should **not** submit their names for election, or should step down if elected from service on the PRC during the year in which their application for status change is being reviewed.
- Elections for service on the PRC shall be conducted at the earliest possible date in the fall semester.

### ***Department of Industrial Design Standards of Eligibility, Fitness and Evaluation***

#### **Criteria for Promotion**

The committee will look at the applicant's understanding of the aesthetics of surface, form. Space and color, idea conception and drawing to assess how the practice and improvement of those skills are integrated into the classes they teach.

- ***For Promotion to Assistant Professor:***  
Normally three to five years of excellence in teaching at the instructor level, an appropriate terminal degree or its equivalent, an active record of professional accomplishments, and some service to the (department/area).
- ***For Promotion to Associate Professor:***  
Normally four to six years of excellence in teaching at the Assistant Professor level, an appropriate terminal degree or its equivalent, an active record of professional accomplishments, and a consistent record of service to the (department/area).

- ***For Promotion to Professor:***  
A minimum of four to six years of excellence in teaching at the Associate Professor level, an appropriate terminal degree or its equivalent, an active record of professional accomplishments, and a consistent record of service to the (department/area).

### **Criteria for Change of Status**

- ***From Visiting to Adjunct:***  
Normally the applicant will have three to five years teaching as a Visitor; time served alone is no assurance of advancement. It must be demonstrated that the teaching skills and knowledge of the discipline(s) are thorough and appropriate to the current and long-range needs of the department. The applicant should demonstrate a willingness to fulfill the increased commitment in teaching and service that the adjunct appointment may carry. The applicant should have a growing and promising record of achievement in his/her professional area(s) of expertise.
- ***Conferral of the CCE:***  
The applicant for CCE must have a minimum of five years teaching as an Adjunct (years as a visitor does not apply). Adjunct may apply at the beginning of their fifth year; time served alone is no assurance of advancement. The applicant must demonstrate a high level of achievement in their teaching and professional career, and have a significant record of service to, and leadership in, the department. Institutional service may be considered as well.
- ***Reappointment for Full-Time:***  
The applicant for reappointment must demonstrate continuing excellence in his/her teaching. The applicant should display leadership, continue to make significant contributions to the department, and fulfill the increased service role that is expected of full time faculty. This may include institutional service.

***Simultaneous applications for promotion and status change are permitted.***

### **Support Materials for Applications**

**Please refer to the School of Design Guidelines**

### **Standards of Evaluation**

***Teaching Excellence/ Teaching Effectiveness:*** Quality of student work as presented by applicant and as seen in hallway and gallery exhibits, curriculum and curriculum development, student evaluations, and inter-collegial dialogue.

**Professional Competence:** Exhibitions, written materials either by or about the applicant, performances, screenings, awards and any other evidence of professional achievements.

**Departmental Service:** Presentations, class exhibitions, student advisement, service on (department/area) committees, departmental searches and/or any assistance with departmental projects, programs and events.

**Institutional Service:** Portfolio Review Day, Academic Senate, Open House, Family Weekend, Institute Search Committees, UFCT Committee or Assembly, etc.

### **Procedures**

After all applications are submitted to the PRC by the appropriate deadlines for review and consideration, the evaluation reports and recommendations concerning reappointment, promotion or tenure will be made in writing and will be forwarded to the chairperson. The process is stated in Pratt's UFCT contract article 16:3.

Evaluation reports and recommendations concerning reappointment, promotion or tenure as set forth in Article 16.2 shall be in writing and shall be forwarded to the Chairperson or Area head. The Chairperson or Area Head shall add his or her comments and copies of these evaluation reports, recommendations and comments shall be given to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. These recommendations will then be forwarded to the Dean of the School of Art and Design, who shall have the opportunity to append or affix his or her comments. These recommendations will then be forwarded to the Provost, or such other academic administrative officer as may be designated by the Board of Trustees, for review and recommendation with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. Final determination is by the express approval of the Board of Trustees. Review and determination shall also take into account enrollment trends, distribution and budgetary considerations. Differences between recommendations made and final determination are to be clearly stated in writing setting forth the reason for determination.

### **Questions**

Please feel free to consult the chair of the PRC. If you are unsure who that is, please contact our admin staff in the ID office and they will certainly know how to direct your inquiry (718-636-3631).

Contact: Jonathan Thayer, [jthayer@pratt.edu](mailto:jthayer@pratt.edu), 201-981-1758

From The Collective Bargaining Agreement between the Administration of Pratt Institute and United Federation of College Teachers, Local 1460, AFT, AFL-CIO:

**ARTICLE XVI**  
**APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS AND TENURE**

- 16.1 The union recognizes and accepts the authority of the Board of Trustees acting in all matters concerning appointment, reappointment, promotion and tenure.
- 16.2 At the same time, in an academic community, these matters of appointment, reappointment, promotion, and tenure, must have input at the point of closest contact with the faculty members individually affected. Accordingly, the Chairperson of each department shall receive recommendations in all of these matters from the Departmental faculty and other members of the Institute community who may be affected by these matters. 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.
- 16.3 Evaluation reports and recommendations concerning reappointment, promotion and/or tenure, as set forth in Article 16.2 above, shall be in writing and shall be forwarded to the Chairperson and/or Area Head. The Chairperson and/or Area Head shall add his or her comments and copies of these evaluation reports, recommendations and comments shall be given to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. These recommendations will then be forwarded to the Dean of the School or of the Library, who shall add his or her comments, with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. These recommendations will then be forwarded to the Provost, or such other academic administrative officer as may be designated by the Board of Trustees, for review and recommendation with copies to the individual faculty member involved who shall have the opportunity to append or affix his or her comments. Final determination is by the expressed approval of the Board of Trustees. Review and determination shall also take into account enrollment trends, distribution and budgetary considerations. Differences between the recommendations made and final determination are to be clearly stated in writing setting forth the reasons for the determination.

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