

APPLICATION GUIDELINES (updated Aug 4, 2020)

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Overview

These guidelines were developed to assist Department of Digital Arts faculty applying for promotions, reappointments, tenure and/or changes of status. The criteria for evaluating applications for these academic actions have been determined by DDA faculty members of the PRTS Committee in consultation with the Pratt Union Contract (as of Fall 2018, viewable at www.pratt-union.org/documents/contract/). **As of Fall 2018, all submissions are conducted exclusively digitally via the 3rd-party Interfolio platform. Visit <https://www.interfolio.com> to create and submit dossiers.**

Definition of Terms “Rank” and “Status”

There are two kinds of faculty appointments: RANK and STATUS

Rank is a title of academic (instructional) level. These are:
Instructor, Assistant Professor, Associate Professor and Professor

Promotions in rank enhance academic credentials. Those with no prior teaching experience or rank are most often initially appointed at the rank of Instructor. Those with prior academic appointments are initially appointed at the same rank they last held. Additional distinctions between ranks are specified in the Collective Bargaining Agreement.

Status is a title of employment (institutional) level. These are:
Visiting and Adjunct (part-time), and Full-time. Status also includes Tenure and CCE (Certificate of Continuous Employment).

Changes in status increase teaching load limits and enhance employment benefits. Refer to the Pratt Union Contract for details.

An upgrade in rank is a ‘promotion’
An upgrade in status is a ‘change of status’

Eligibility for Academic Actions

Note: see also the attached visual graph illustrating minimum time requirements for each action

CHANGE OF STATUS

From Visiting to Adjunct: A minimum duration of 4 out of the last 5 semesters teaching in DDA fully completed at the time of application.

From Adjunct to CCE, as stated in Article 23.1 of the Pratt Union Contract: *“Prior to the completion of ten (10) semesters of service (as an adjunct)”* the faculty should apply for CCE status.

PROMOTION IN RANK

From Instructor to Assistant Professor: A minimum duration of 6 out of the last 7 semesters teaching as an Instructor completed at the time of application.

From Assistant Professor to Associate Professor: A minimum duration of 8 out of the last 9 semesters teaching as an Assistant Professor completed at the time of application.

From Associate Professor to Professor: A minimum duration of 8 out of the last 9 semesters teaching as an Associate Professor completed at the time of application.

REAPPOINTMENT

Full-time faculty without tenure are expected to request reappointment in a letter of intent during their 3rd and 5th years of employment. This serves to confirm the continuation of their current teaching appointment, and serves as a record of academic development and achievement. The 3rd and 5th year reappointment applications are also opportunities for the Committee to provide feedback about the strengths and weaknesses of the applicant’s developing tenure application.

TENURE

From Pratt Union Contract Article 16.5: *“Faculty will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year.”*

And from Article 29.4: *“Subject to the provisions of Article 16, full-time faculty members who have served in a continuous manner for a probationary period of seven (7) years shall be reappointed for an eighth year with tenure or shall receive a terminal contract. Persons initially appointed to professorial ranks (ranks above Instructor) may have the probationary period reduced, except that two years of satisfactory service at the Institute must be completed before tenure takes effect. Each two years of prior full-time faculty service at an accredited college or university shall be credited as the equivalent of one year full-time service at Pratt Institute for purposes of eligibility for tenure to a maximum of two years full-time service at Pratt.”*

Applicants must prove their eligibility for all academic actions by obtaining documentation from Pratt. Please visit the Human Resources Department to obtain a copy of your work records to be included with your letter of intent. This will serve as proof of the semesters taught at Pratt Institute. The Human Resource Office is located on the 2nd Floor of Myrtle Hall and is open Monday–Friday 9 AM–5 PM. Contact: 718-636-3787, hr@pratt.edu

Criteria for Evaluating Applications

For all academic actions (change of status, promotion, reappointment, and tenure), the committee considers the following three fields of accomplishment of the petitioning faculty:

PROFESSIONAL ACTIVITIES

Applicants should be active contributors to their field, with a record of exhibitions, publications, screenings, commercial work, public lectures, panels, collaborations, jury participation, curation, residencies, grants, awards, workshops, reviews, catalogues and/or any other activity contributing to the discourse around the digital arts and theory.

TEACHING

Broad teaching skills are typically favored over narrow. In the application materials, faculty should illustrate for the committee their range of teaching experience and skills, with particular emphasis on those most useful to the department. If not otherwise obvious, explain how DDA can benefit from those skills. It is suggested that applicants demonstrate the ability to teach at least three different department courses in order to be considered for any academic action. Additionally, the committee should see these various skills reflected in the applicant's professional creative work.

As a caveat to the above paragraph, the criterion of demonstrating "ability to teach three different department courses" may be flexible in certain circumstances. Because our department depends on faculty with strong professional experience, there may arise a case where a faculty member has taught only one course for the required amount of years, has done so effectively, has maintained an active professional career, and has no desire to teach more than that single course. This faculty may simply wish to be given a raise; in which case, the appropriate academic action to apply for would be a promotion in rank. In this situation, the faculty member should notify the PRTS committee of their desire to be judged with greater emphasis on their professional record.

SERVICE

Applicants should display a long-term commitment to the department and institution, including but not limited to participation in any extracurricular activities, committees, events, and reviews.

EXTERNAL EVALUATION LETTER FOR TENURE APPLICATIONS

Tenure applications require an external evaluation that is submitted to the Chair of the Department. The process for the external evaluation is as follows:

- the candidate and the DDA Chair agree on 3 outside reviewers who don't know the candidate personally
- the DDA Chair then invites the outside reviewers to participate in the process
- the DDA Chair selects one of the 3 reviewers
- the reviewer's letter is submitted to the DDA Chair separate from the PRTS recommendation
- the DDA Chair forwards the outside review letter along with their own recommendation

Note: In general, the higher the rank or status sought the more stringently the criteria will be applied. Applications for simultaneous promotion and change of status are permitted. The goals and staffing priorities of the department will further effect the way criteria are applied.

Materials for all Academic Actions

Faculty applying for all academic actions are advised to submit a dossier with the following materials. Faculty can view these more information on these requirements via their Interfolio Dossier dashboard (<https://www.interfolio.com>) by going to the “Materials” tab, clicking “Guidelines”, then searching by unit for Pratt Institute Digital Arts.

- Letter of intent
- Letter of employment from Human Resources Dept
- Completed Faculty Personnel Actions Checklist (found on Interfolio)
- CV
- Teaching Narrative
 - Course Syllabi
 - List of Courses (course number, title and semester)
 - Student Work Samples ***
 - Student Evaluations ***
 - Teaching Philosophy
 - Other documentation of teaching
- Professional Activities Narrative
 - Work samples ***
 - Artist statement
 - Other documentation of professional activities
- Service Narrative
 - Documentation of service work
- Letters of Recommendation (optional)
- Dean’s Letter of Appointment (Full-time Tenure actions only)

*** Student work samples and professional work samples must be uploaded to a personal Google Drive folder maintained by the applicant. See the “PRTS Guidelines and Application - Digital Arts” template on Interfolio for more info.

*** Student Evaluations are now required and will be placed in the candidate's Dossier via the Provost Office and PRTS Committee.

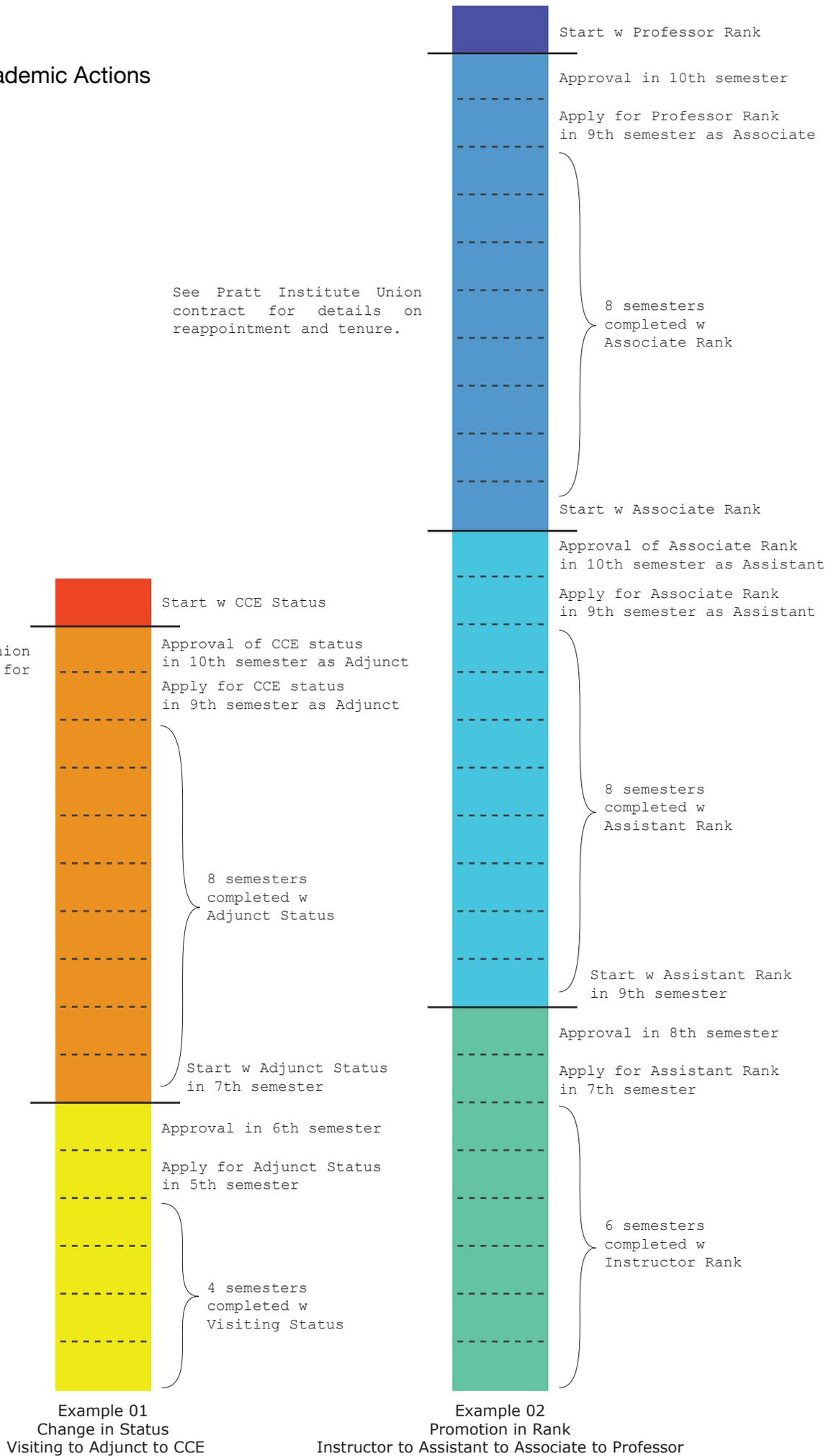
Schedule of Procedures

The procedural schedule for promotion, reappointment, tenure and changes of status applications will be provided in a notice to all faculty from the PRTS Committee, each year. This schedule will include such information as the deadline for receipt of applications and all supporting materials, and the approximate schedule for actions on applications. Typically a call goes out at the beginning of the Fall semester, the committee meets to review applications in October, then submits recommendations to the chair by November. After review by the PRTS Committee, the application is reviewed by and a recommendation is made by, in this order: the Department chairperson, the school's dean, and the provost. For each of these stages, the reviewer makes his/her recommendation by a specific date, and must provide a copy of that recommendation to the applicant. The process typically concludes in April of the Spring semester, with notification from the provost, and the faculty starts employment at the new rank and/or status the following Fall semester. If the applicant so wishes, the applicant can officially contest or respond to a recommendation at any stage.

Eligibility for Academic Actions

See Pratt Institute Union contract for details on reappointment and tenure.

See Pratt Institute Union contract Article 23.1 for details on CCE.



Example 01
Change in Status
Visiting to Adjunct to CCE

Example 02
Promotion in Rank
Instructor to Assistant to Associate to Professor

COMMITTEE GUIDELINES (updated Aug 4, 2020)

Formation of the Committee

1. The PRTS Committee will consist of 5 current DDA faculty members.
2. Faculty members are elected into the PRTS committee for 2 year terms.
3. Elections are held each year to ensure that there are 5 members of the PRTS committee.
4. Annual elections take place prior to the start of the Fall semester.
5. All full time faculty members are eligible to be on the committee.
6. Part time faculty members must have taught in DDA for a minimum of 3 consecutive years at the time of election.
7. The committee shall consist of at least 2 full time faculty members.
8. The department chair, assistant chair, employee's of the chair's office, faculty who are also Pratt students. and faculty members on leave are not eligible to be on the committee.
9. All part time and full time faculty members participate on electing new members of the PRTS committee.
10. All faculty members who are eligible for election onto the PRTS committee shall be informed of their eligibility prior to April 15.
11. Part time or adjunct faculty members, or faculty members who have just completed a term on the PRTS committee, can be excluded as candidates for an upcoming PRTS election by informing the committee chair prior to an election.
12. Faculty members who are scheduled for a sabbatical or other approved leave will be excluded as candidates if PRTS service would overlap with their leave.
13. If elected, faculty members are required to be a member of the PRTS committee.

Responsibilities of Members

1. All PRTS committee members are required to become thoroughly familiar with the PRTS Guidelines, to fully participate in and follow the established procedures of the committee, including but not limited to those outlined in the PRTS Guidelines.
2. All actions and decisions made by the PRTS committee are based on the consensus of its members.
3. Immediately after the PRTS committee election, the newly constituted committee elects a chair for a 1 year term.
4. Rules governing appointment of committee chair:
 - a. Chair must be full time faculty
 - b. Chair term is for one year
 - c. All full time faculty take turns being chair
 - d. Therefore if there are x full time faculty, after being chair a full time faculty member would be ineligible to be chair again for $x-1$ years.
 - e. There shall be no determined order of succession in order accommodate for variables like sabbatical, etc.
 - f. Due to issues of logistics and potential conflicts of interest, a faculty member applying for an academic action cannot serve as chair simultaneously.
5. PRTS committee members are expected to follow the established guidelines with professionalism and collegiality.
6. Committee members will update this document when and where necessary.
7. PRTS committee members are expected to maintain confidentiality regarding committee deliberations.

Committee Guidelines

Responsibilities of the PRTS Chair

1. All dates and details related to the PRTS Committee procedures are organized by the committee chairperson in consultation with the committee members.
2. The PRTS committee chair is responsible for notifying all DDA faculty of PRTS elections, and for overseeing the elections.*
3. The PRTS committee chair is responsible for notifying all DDA faculty of PRTS procedures, policies, guidelines and schedules prior to the start of the PRTS decision process.

*Acquiring relevant data from PRTS members and the DDA office, the PRTS Chair will:

Find out who in the current PRTS committee has served for 1 and 2 years respectively.

Those who served for 1 year will continue for one more year.

Those who served for 2 years may elect not to be candidates for another term; they are expected to inform you of this.

Get from the DDA Office a list of all current faculty members

excluding part-time faculty who have fewer than 3 continuous years of teaching in DDA, and...

excluding faculty who would be on sabbatical during the upcoming PRTS term.

Create a list of eligible faculty.

This list includes all current faculty members minus >3 year part-timers, and minus the continuing 1 year PRTS members, and minus faculty on sabbatical/leave, and minus the PRTS members who have just served 2 years (or any part-time faculty members) who have informed the PRTS Chair that they elect not to be a candidate this year. In addition, the department Chair, employees of the Chair's office, and faculty who are also Pratt students are not eligible to be on the committee.

Send an email to everyone on the eligible list notifying them of the PRTS election, what it is about, who is eligible for how many positions, and noting that all requests from faculty to be excluded as candidates must be received by a specific date (for example June 15th). An attachment of the current PRTS Guidelines is important.

Immediately following the notification deadline, the PRTS Chair sends an email ballot to everyone on this list.

That ballot contains the names of all eligible faculty excluding the exceptions noted above. A specific deadline is set for receiving all ballots (for example, June 30). Another attachment of the current PRTS Guidelines is advisable.

Immediately following the ballot deadline, the PRTS Chair (preferable with one or more PRTS colleagues) tally the ballots and recount them for good measure.

The 2 or 3 new newly-elected PRTS Committee members will (with colleagues) tally the ballots and recount them for good measure. The 2 or 3 newly elected PRTS Committee members will immediately join the 2 or 3 continuing PRTS Committee members to form the newly configured PRTS Committee.

The newly elected PRTS Committee members will vote among themselves to appoint a new PRTS Committee Chair whose appointment will take place immediately. The Committee and the Chair will then begin the PRTS process as proscribed in the Guidelines.

Committee Guidelines

PRTS Committee Process

1. Prior to the beginning of the annual PRTS process, all faculty members are provided with the current “PRTS Guidelines” and they are notified of the due date for application.
2. The committee chair reviews each application and determines if it fulfills the established PRTS application criteria. Applicants may be subsequently contacted and advised by the chair regarding their application.
3. Applications which fulfill the criteria for application are discussed by all members of the committee in person and, typically, by email.
4. Each application is reviewed by evaluating the letter of application, CV, support materials and student evaluations. Departmental, institutional and professional reputation, as well as individual knowledge of an applicant may also be considered.
5. Decisions made by the PRTS committee regarding the applicants' requests are determined through majority vote. The chair participates in the voting.
6. The chair is responsible for all communication with applicants during the committee process.
7. Committee members who are also PRTS applicants are absent from any discussion, voting or letter signing related to their own applications.
8. Recommendation letters from the PRTS committee are addressed to the chair of the DDA department, stating with justification that the applicant's request is approved or denied. If the committee denies an applicant's request, the letter may recommend how the criteria may be met in the future.
9. After collectively agreeing on the general content of the letters, the writing of the recommendation letters is divided among the committee members. The committee produces one recommendation letter per applicant, each signed by all members of the committee.
10. The signed letters are delivered to the DDA chair along with the application materials. A copy of the recommendation from the PRTS committee is provided to the applicant.

Academic Actions Process

The peer review process (PRTS) is the first step in the more extensive process of academic actions. After the PRTS committee sends its recommendations to the chairperson, the chair reviews them and sends his/her own recommendation letters along with all materials to the dean. Copies of these letters are sent to each applicant. The procedure is repeated for the Dean, Provost, and finally, the Board of Trustees.

This process generally takes nearly two semesters to complete, with official notification from the Provost coming prior to the end of the Spring semester. All approved academic actions take effect in the Fall, on the first day of the new academic year.

Academic Actions Calendar

The following is a general guide to the annual academic calendar*:

Faculty Applicant to PRTS	Late September
PRTS to Chairperson	Early November
Chairperson to Dean	Early December
Dean to Provost	Mid-January
Provost to Board of Directors	Mid-April
Board of Directors to Provost	Early May
Provost to Faculty Applicant	Prior to last day of semester

* Some actions such as sabbaticals and leaves of absence do not conform to this calendar. Exact dates are announced by the PRTS Chair.