



School of Design
200 Willoughby Avenue
Juliana Curran-Terian Design Center/Steuben Hall,
4th Floor, Room 404 Brooklyn, NY 11205

FALL 2025

**Guidelines for Appointment, Reappointment, Promotion,
Change of Status and Tenure**

Undergraduate Communications Design, Graduate Communications
Design, Packaging, Identities and Systems Design

OVERVIEW

This guideline, prepared specifically for the Undergraduate Communications Design and Graduate Communications Design departments (including the Packaging, Identities and Systems Design program), reflects the definitions, faculty action calendar, and requirements set forth in the School of Design (SoD) Guidelines for Appointment, Reappointment, Promotion, Change of Status and Tenure (ARPT). All are subject to the terms of the CBA contract.

Excellent teaching is fundamental to a quality education. The proper mentoring, critical and supportive review, and where merited, appropriate promotion, change in status, reappointment, and conferral of tenure, of our faculty ensures an environment of excellent teaching and engaged educators. What follows are the administrative guidelines governing the evaluation for promotion and tenure in the School of Design. These guidelines were created in consultation with the department chairs in the School of Design and are intended to assist faculty in the School of Design applying for a change in rank or status, reappointment and tenure.

It is the responsibility of the faculty member applying for an appointment, reappointment, promotion, change of status, and/or tenure to provide sufficient documentation to demonstrate they have met these standards.

These guidelines are not intended to replace or otherwise contravene any requirement of the Collective Bargaining Agreement (CBA) or Peer Review Committee guidelines currently in effect. Faculty members are encouraged to review the current UFCT agreement and to consult with the departmental Peer Review Committee before applying for reappointment, change in status, promotion and/or tenure.

ANNUAL CLOCK — DEADLINES FOR APPLICANTS

For CCE and Tenure applications:

- | | |
|--------|---|
| AUG 29 | Intent to Apply for CCE and Tenure, Faculty to Peer Review Committee Chair
(with list of external evaluators from Tenure applicants) |
| OCT 1 | Application materials for CCE and Tenure due via Interfolio, Faculty to
Peer Review Committee |
| DEC 12 | PRC letters due to Departmental Chair |

For all others (Change of Status, Promotion in Rank, Re-Appointment, Faculty Recommendation for Emeriti Status):

SEP 5	Intent to Apply for Change of Status (Visiting to Adjunct), Promotion in Rank, Re-Appointment (3rd and 5th year), Faculty to Peer Review Committee Chair. Emeriti Status: Faculty recommendation for Peer Review Committee Chair.
OCT 10	Application materials for Change of Status, Promotion and Re-Appointment due via Interfolio, Faculty to Peer Review Committee
DEC 12	PRC letters due to Departmental Chair

TERMS AND DEFINITIONS

The following descriptions of ranks are general, and are subject to the terms of the CBA.

There are two key terms that apply to faculty appointments: RANK and STATUS.

RANK (Promotion)

- Rank indicates academic level.
- At Pratt the ranks are: Instructor, Assistant Professor, Associate Professor, Professor, Professor Emeritus/Emerita

In most cases, individuals with no prior teaching experience are appointed at the rank of Instructor or Assistant Professor. Individuals appointed as Assistant Professors, Associate Professor and Professors usually hold terminal degrees appropriate to their discipline and/or equivalent professional distinction.

An advancement in rank is a Promotion in rank. In general, promotion in rank emphasizes professional, research and creative accomplishments.

STATUS (Change in Status)

Status indicates employment level. At Pratt Institute titles include:

Part Time

- **Visiting:** maximum teaching load is 6 contact hours per term
- **Adjunct:** maximum teaching load is 9 contact hours per term
- **Adjunct w/ CCE:** Adjunct with Certificate of Continuing Employment (Part-time Tenure): maximum teaching load is 9 contact hours per term. Benefits include tuition remission, retirement/pension plan, and health coverage. Adjunct CCE faculty are eligible for sabbatical leave.

Full Time

A full time teaching load is 12 contact hours per term (Note: Full time tenure-track appointments are a discrete process, involving a national search).

Individuals who are distinguished practitioners or specialists are appointed to teach as visiting faculty. Visiting faculty may teach no more than one-half (50%) of the full-time teaching load. Visiting faculty are expected to attend departmental, school, or general faculty meetings, midterm and final reviews, etc. as necessary for the fulfillment of their teaching responsibilities.

An advancement in status is referred to as a Change in Status. In general, a change in status emphasizes excellence and versatility in teaching and significant service contribution.

Simultaneous application for promotion in rank and a change in status is possible.

ACADEMIC TITLES OF RANK

The following descriptions of ranks are general, and are subject to the terms of the CBA.

Instructor

Those with no prior teaching experience or rank are most often initially appointed as instructors. Those with substantial professional attainment may be appointed at higher rank.

Assistant Professor

Assistant professors will hold earned terminal degrees appropriate to their discipline, or equivalent professional distinction appropriate to their disciplines. Final determination of what constitutes substantial equivalence to a given degree or appropriate to a given rank is made by the provost upon the recommendation of the chair of the department or dean of the school and the appropriate dean. Written copies of such determination will be provided to the chair of the department or dean of the school for inclusion in the personnel file.

Faculty members at the rank of assistant professor should demonstrate professional competence in the areas of teaching, creative and scholarly work, professional activity, and service to the Institute.

Associate Professor

Associate professors will hold the terminal degree or equivalent professional distinction appropriate to their disciplines.

The rank of associate professor is normally reserved for those members of the faculty who, in addition to a consistent level of professional competence, have demonstrated noteworthy performance in the areas of teaching, creative and scholarly work, professional activity, and service to the Institute. Regional recognition by peers is a demonstration of noteworthy achievement in creative or scholarly work. Noteworthy service at the associate professor level implies not only active involvement in the Institute, school, department and community, but also leadership and innovative contributions.

Professor

Professors will hold the terminal degree or equivalent professional distinction appropriate to their disciplines. Appointment at the rank of professor is made on the evidence of cumulative and ongoing achievements in the following areas of criteria: teaching effectiveness; creative and scholarly work and/or professional activity; and service to the Institute. The professorial rank is reserved for that faculty whose excellence is recognized by peers within the Institute and peers external to the Institute.

The rank of professor is a mark of recognition and honor reserved for the mature and seasoned teacher whose scholarship or professional attainments reflect credit upon the Institute. The rank will not be conferred solely as a result of seniority, administrative service, or institutional service and is not a mandatory promotion.

CRITERIA FOR PROMOTION

CHANGE IN RANK (Academic Level):

NOTE: You are eligible to apply for promotion in the 4th consecutive September of your current rank (3 full years at current rank).

Promotion from Instructor to Assistant Professor

- Have an active record of professional accomplishments
- Terminal degree or equivalent level of professional experience
- Involvement in faculty and department activities
- Service to the Institution

The applicant should be able to demonstrate a range of academic, professional and service related activities consistent with other professionals at his/her level of development.

Excerpt from the FHB: *“Faculty members at the rank of assistant professor should demonstrate, during their time in this rank, professional competence in the areas of teaching; creative and scholarly work, and/or professional activity; and service to the Institute.”*

Promotion from Assistant Professor to Associate Professor

- Distinguished professional achievement in area(s) to be taught
- Professional résumé and portfolio with a substantial body of work
- Involvement in faculty and department activities
- Clearly recognized leadership in the profession of teaching
- A sustained record of service to the Institution.

The applicant should be able to demonstrate a level of excellence in their academic and professional activities. The applicant should also show evidence of commitment and consistent service to the school, campus and community.

Excerpt from the FHB: *“The rank of associate professor is normally reserved for those members of the faculty who, in addition to a consistent level of professional competence, have demonstrated noteworthy performance in the areas of teaching; creative and scholarly work, and/or professional activity; and service to the Institute. Regional recognition by peers is a demonstration of noteworthy achievement in creative or scholarly work. Noteworthy service at the associate professor level implies not only active involvement in the Institute, school, department and community, but also leadership and innovative contributions.”*

Promotion from Associate Professor to Professor

- Distinguished professional achievement in area(s) to be taught
- Professional résumé and portfolio with a substantial body of work
- Involvement in faculty and department activities
- Clearly recognized leadership in the profession of teaching
- (at least 3x letters of recommendation from recognized authorities at the Institution and in the field)
- A sustained record of service to the Institution.

The applicant should be able to demonstrate that they are a recognized leader in their respective disciplines through their academic, professional and service related activities. The applicant should also show evidence of commitment and consistent service to the school, campus and community.

Excerpt from the FHB: *“Appointment at the rank of professor is made on the evidence of cumulative and ongoing achievements in the following areas of criteria: teaching effectiveness; creative and scholarly work and/or professional activity; and service to the Institute. The rank of professor is reserved for those faculty whose excellence is recognized by peers within the Institute and peers external to the Institute in the relevant field(s). The rank of professor is a mark of recognition and honor reserved for the faculty member whose teaching, scholarship and/or professional attainments, and record of service reflect credit upon the Institute. The rank will not be conferred solely as a result of seniority, administrative service, or institutional service, and is not a mandatory promotion.”*

CRITERIA FOR CHANGE OF STATUS

Visiting To Adjunct

- Broad and appropriate level of teaching skills
- Professional résumé and portfolio that demonstrates professional accomplishment
- Expertise is appropriate to the long-range needs of the Design Department
- Ability to fulfill the increased commitment in teaching (75% of full-time)
- Willingness to be involved and offer contributions and service to Pratt Institute
- Demonstrated at the Visiting Level
- Distinguished practitioner
- Specialist in the profession
- Professional résumé and Portfolio of a significant body of work
- Involvement in faculty and department meetings and activities at Pratt Institute

Evidence will show that the teaching skills and professional accomplishments of the faculty member are broad and appropriate to the present and long-range needs of the department and the School of Design. The faculty member should demonstrate a willingness to fulfill an increased commitment in teaching and service, which an Adjunct appointment may carry, including evidence that they have the capability to teach the maximum load allowable by the change of Status.

Excerpt from the FHB: *“The status of an adjunct faculty member is not contingent on length of service alone, but on the recognition by the department/school of the specific skills and knowledge of the faculty member, and the additional services they will provide in response to the established needs of the department/school. A person whose title is modified by the word adjunct is one who is willing to contribute part-time to the academic program but whose primary responsibility may be outside the department and Institute. Appointment to the adjunct faculty is normally for an experienced part-time faculty member whose assigned duties, in addition to teaching, may include participating in admissions recruiting events, academic advising of students other than those in the instructor’s assigned classes and/or direction of programs within a department or the school and other departmental or Institute-wide committee/advisory work.”*

Adjunct To Adjunct With CCE (Certificate Of Continuous Employment / Tenure For Adjuncts)

- Excellence and achievement in graduate teaching at Pratt
- Highest achievement in the profession Professional résumé and a portfolio of significant work
- Involvement in faculty and department activities
- Expertise appropriate to the long-range needs of the Department, School of Design and Pratt Institute
- Meaningful record of service to the Institution

- Evolving contributions and service to Pratt
- 5 names of evaluators given to the committee to receive evaluations

The applicant must have completed 10 semesters (5 years) as Adjunct of continuous teaching in the School of Design. CCE may be conferred on those faculty members who can demonstrate the highest level of teaching achievement with expertise appropriate to the long-range development of the department, the School of Design and the Institute.

TENURE AND REAPPOINTMENT FOR FULL TIME FACULTY

NOTE: When application is for conferral of tenure, the dossier should provide ample detail of the period since the last reappointment review, and should also cover the full period of full-time tenure track appointment.

First-year Review

As stated in the Collective Bargaining Agreement article 16, section 5: “a faculty member’s first year shall be considered probationary and he/she may be terminated at the discretion of the Administration prior to the end of the Spring semester or trimester (or the end of the Fall semester if the member begins mid-year).” By the end of the probationary period, a faculty member must demonstrate competence as a teacher as evident in student and peer evaluations. A probationary faculty member must also demonstrate a willingness to be a productive member of the Department, School, and Institute.

Third-year Review

For recommendation to reappointment at the start of the third year, a tenure-track faculty member must demonstrate competence in the areas of teaching, service, and professional /creative accomplishment such that they are on a path to becoming a significant and excellent teacher, scholar, and/or professional artist/designer. In the third-year review, the Chair and Dean have the responsibility to identify any areas that the candidate should address before the fifth-year review, including ways to improve teaching, to engage in service at and above the department level, and to produce a compelling portfolio of academic, creative, and/or professional accomplishments.

- *Teaching:* By the third year, a faculty member must demonstrate competence in teaching as assessed through student evaluations, peer evaluations, classroom observations, a rigorous and challenging pedagogy as evident in course syllabi and, in the case of studio classes, department-wide assessment of student work.
- *Service:* By the third year, a faculty member must have engaged in service to the department through activities such as department level or Institute level committee work, participation in department-wide student critiques and other activities that contribute to the pedagogical effectiveness of the department. The faculty member should also show evidence of commitment and consistent service to the school, campus and community.
- *Professional/Creative Accomplishment:* While published work, performances, exhibitions, or other intellectual/creative activity in relationship to his/her professional accomplishment may still be in process by the third year, there must be evidence that a faculty member is actively engaged in the current intellectual and/or artistic discourse in her/his field.

Fifth-year Review

For recommendation to reappointment at the start of the fifth year, a faculty member must demonstrate success in the areas of teaching, service, and professional accomplishment so that it is clear and evident s/he is on track to submit a compelling application for tenure in the seventh year. Any suggestions for improvement that were identified by the peer committee, chair or dean in the third-year review should be addressed by the fifth year.

- *Teaching:* By the fifth year, a faculty member must be able to demonstrate success in the classroom as assessed through student evaluations, peer evaluations, department-wide assessment of student work, positive classroom observations, and a rigorous and challenging pedagogy as evident in course syllabi over a range of courses that serve her/his department's curriculum.
- *Service:* By the fifth year, a faculty member must provide evidence of regular service to the department, and should have been or be engaged in service at the School and/or Institute level and/or the outside community.
- *Professional/Creative Accomplishment:* By the fifth year review, a faculty member must demonstrate a level of engagement in her/his field so that her/his professional accomplishments.

Tenure

For recommendation to tenure, a tenure-track faculty member must demonstrate mastery and excellence in the areas of teaching, service, and academic and professional/creative achievement. Any suggestions for improvement that were identified by the peer committee, chair or dean in the fifth-year review must have been addressed by the seventh year.

- *Teaching:* A faculty member must demonstrate mastery in the classroom as assessed through student evaluations, peer evaluations, department-wide assessment of student work, classroom observations, and rigorous and challenging pedagogy as demonstrated in course syllabi over a range of courses that serve their department's curriculum.
- *Service:* A faculty member must demonstrate a history of service to the Department, School, and Institute (and/or community beyond) such that their commitment to serve the department, and School and Institute throughout their academic career at Pratt is evident and clear.
- *Professional Accomplishment:* By the tenure review period, a faculty member must demonstrate a level of engagement in their field so that their academic, professional/creative accomplishments are recognized by leaders in the field. A faculty member must demonstrate a record of commitment to long-term, ongoing professional engagement as demonstrated by documentation of activities such as: peer reviewed exhibitions, published work in reputable journals/presses, performances in venues recognized by leaders in the field, noteworthy and respectable professional design activity, awards and competitions, guest lectures, speaking engagements, conference presentations, and/or an engagement with other intellectual venues that acknowledge the faculty member as a significant contributor to the field. The faculty member's portfolio must clearly demonstrate a commitment to professional excellence that will continue throughout their academic career.

The faculty member's professional portfolio must clearly demonstrate a commitment to professional excellence that will continue throughout her/his academic career.

SABBATICAL REQUESTS FOR TENURED FULL TIME FACULTY AND CCE FACULTY

Eligibility, from the CBA:

27.2 Sabbatical Leaves

(a) Sabbatical leave eligibility under subsections (b) and (c) shall require at least six (6) years of continuous service at the Institute before and between sabbaticals. Sabbaticals will not be awarded prior to the award of full-time faculty tenure, or the award of CCE status.

NOTE: A faculty member may apply for sabbatical simultaneous with an application for tenure, and award of a sabbatical is contingent on granting of tenure but is not guaranteed.

(b) Compensation for sabbatical leave shall be full pay for a half year leave and one-half pay for a full year leave. Upon return, the faculty member shall be reinstated at their previous assignment and shall be eligible for any salary increases that may have resulted during the leave period.

Calendar for Sabbatical Applications, Fall 2025

(Faculty and Administrative ONLY. No Peer Review)

OCT 13	Intent to Apply, Faculty to Provost
OCT 20	Application and Eligibility, Provost to Faculty
OCT 27	Faculty request to Chair
NOV 3	Request, Chair to Dean
NOV 10	Request, Dean to Provost
DEC 12	Faculty notification of BOT decision*

*If applying for sabbatical leave along with an application for CCE or tenure, notification will be in May 2026.

Sabbatical applications start with an intent to apply by the faculty member, typically written to your department chair or the provost's office. A case will then be opened in Interfolio; you will need to submit a 150-word abstract and complete the online form to verify eligibility. After the Office of the Provost has verified eligibility, you will need to complete the full sabbatical application. The Chair then reviews the written proposal and attaches their letter of recommendation, followed by the Dean and then the Provost. The faculty member is notified and the final letter from the Board of Trustees is shared in mid-December. Department Chairs and Deans will also receive a copy of the final letter.

NOTE: sabbaticals do not get routed to nor are they reviewed by the PRC. Additionally, letters of recommendation are NOT SHARED with the candidate.

Sabbatical Reports

A written report is required for those taking a sabbatical. The report will be executed through Interfolio and will be required to be completed within 90 days of the sabbatical period ending (in the following semester). The report includes a 750-word report, and will have the option to include additional documentation i.e. writing samples, documentation, images, etc.

Office of the Provost Sabbatical Policy

All granted sabbatical leaves must meet the following criteria:

1. The proposed sabbatical project enables a faculty member to undertake significant research, writing, study, advanced work or creative endeavor that they would not be able to do while fulfilling regular Institute responsibilities.
2. The product of the sabbatical contributes to the Institute, the academic specialty, the individual program within the department, and the individual's development.
3. Tangible evidence of the sabbatical project must be shared by the faculty member when returning in the form of, for example, a final written product, a creative show, a piece of art, or a public lecture or program.
4. The faculty member agrees that they intend to return to the Institute afterward for at least one (1) year of service.
5. In the event the faculty person does not return to the Institute, one shall reimburse the Institute for sabbatical pay.
6. The sabbatical applicant will show due diligence to obtain external funding for the proposed project to provide a time period long enough to complete significant work (e.g. Guggenheim to extend one semester at full pay to one year).
7. The sabbatical period shall not be used to accept another teaching or research appointment or full-time employment.
8. The sabbatical request does not impose a burden on the program or department, and the financial implication of the request will be reviewed and assessed.
9. The faculty member cannot receive additional compensation from Pratt Institute in the form of a stipend or other terms of employment while on sabbatical leave without prior approval from the Provost, at least one semester prior to the start of the sabbatical period.
10. The faculty member must file a detailed written report on the results of their project within ninety days after the beginning of the semester following the sabbatical leave. The report will be executed through Interfolio and include a 750-word report, with the option to include additional documentation.

RETIRED FACULTY AND EMERITUS/EMERITA DESIGNATION

The Designation of Emeritus/Emerita status

The conferral of emeritus/emmerita to a retired tenured or CCE faculty member is made to recognize the individual's service, teaching and professional accomplishments as a member of the Pratt community. This designation is the result of a nomination by a faculty member, chair, dean or other academic member of the community. The individual nominated does not participate in the appointment process.

Excerpt from the FHB: *"Emeritus/emmerita status is intended to recognize those members of the tenured faculty who have served Pratt Institute with distinction. The criteria for conferral may include: excellence in teaching; distinguished professional achievement; outstanding service to the Institute and/or to society; and special contributions to the advancement of Pratt Institute, its students and/or alumni."*

The Designation Process

Unlike other Faculty Actions, Emeritus applications begin with a nomination for a retired faculty, made by another faculty member, Chair, Dean, or other community members. The faculty in question DOES NOT participate in initiating the application or the case within Interfolio.

To begin the nomination process, you may write a letter of nomination directly to your PRC Chair. They will then open a case in Interfolio. You or the PRC Chair may need to reach out to the retired faculty member to get an updated CV.

The faculty member may or may not still have an active account in Interfolio. If they do not, the Provost's office can create one for them so that they can have access to the final decision letter from the Board of Trustees. Once the application is complete (nomination letter and CV), the case will need to be routed to the PRC, like all of the other faculty actions.

At this point, the case follows all of the same steps as other faculty actions. It is important to note, that emeriti nominations can occur at any step, meaning the case may be opened at the Dean review and would require review by the PRC later in the faculty actions timeline. Furthermore, append and affix is not part of the emeriti faculty action process.

Retired Faculty and Emeritus/Emerita Designation Policy

Policy Summary

Tenured faculty who retire from Pratt in good standing retain their Pratt email account and have access to Library collections and services as specified by the Library. Tenured faculty include both full-time tenured faculty and adjunct faculty holding the Certificate of Continuous Employment. These faculty may also be considered for the emeritus/emmerita honorary designation.

Purpose

Emeritus/emmerita status is granted to select distinguished faculty upon retirement from Pratt Institute in recognition of their service to the Institute. These individuals will be granted the rights and privileges outlined below in recognition of their role at the Institute.

Affected Employees

Retired Tenured Faculty

Criteria/Process

Retired members of the Pratt faculty who held tenure at the time of their retirement are eligible for

nomination to emeritus/emerita faculty status. Tenure for the purposes of this emeritus/emerita policy includes both full-time tenured faculty and adjunct faculty holding the Certificate of Continuous Employment. This is an honorary title intended to recognize meritorious faculty service to the Institute. Normally nominations to emeritus/emerita status will be considered in the year following the faculty member's retirement or in any year thereafter.

Emeritus/emerita nominations may be offered by any member of the current tenured faculty or by a department chair or dean. In addition, the provost will routinely review all recent retirements of tenured faculty and nominate those he/she deems qualified for emeritus/emerita status.

Once a nomination is made, it will be presented for review and recommendation by the appropriate departmental peer committee, chair and dean, and forwarded to the provost. With the provost's approval, the nomination will be forwarded to the president for presentation to the academic affairs committee of the board, and then to the board of trustees. Conferral of emeritus/emerita status may be made only by the board of trustees.

Emeritus/emerita status is intended to recognize those members of the tenured faculty who have served Pratt Institute with distinction. The criteria for conferral may include: excellence in teaching; distinguished professional achievement; outstanding service to the Institute and/or to society; and special contributions to the advancement of Pratt Institute, its students and/or alumni.

Privileges

Faculty awarded emeritus/emerita status have the following benefits and privileges:

- Pratt identification card designated as emeritus status;
- Continued use of Pratt Institute email account;
- General access to the Pratt campuses;
- Use of the Pratt athletic center, similar to active faculty/staff;
- Access to the library facilities and use of books, periodicals, video recordings, and online materials;
- Eligibility to purchase a parking permit, similar to active faculty/staff;
- Eligibility for Tuition Remission for the emeritus/emerita professor, up to 3 credits per semester;
- May receive invitations to faculty events.

FACULTY ACTION SUPPORT MATERIALS

Recommended Support Materials for Promotion, Reappointment and Tenure

Every faculty action should include the materials listed below. Complete support materials are critical to the review process. All information must be submitted to interfolio within the three categories of evaluation – teaching, creative practice and/or professional work, and service – is required. Attributions should be clearly marked and the materials should be organized bearing in mind that individuals who are seeing the work for the first time may or may not be familiar with the areas of expertise presented.

CHECKLIST OF SUPPORT MATERIALS TO BE INCLUDED

Letter of Application

Indicate the desired promotion and/or change in status.

Current C.V. (See formatting at end page)

A current curriculum vitae that is a comprehensive and up-to-date record of the applicant's educational, employment, professional and/or creative scholarship, and service record.

Statement of Intent

A statement on research, creative practice and teaching philosophy and goals, positioning your work within the realm of the discipline, and describing your trajectory. Integrate reference to the teaching performance points listed below and include a short section on how the applicant's work supports and contributes to the particular department.

Evidence of Teaching Performance

A list of courses taught during the period of service required for the application.

Syllabi for courses taught. Where the syllabus for a required course is consistent among sections, consider submitting project assignments as relevant.

Examples of student work, exams or similar material for each course taught.

Applications for change of status should demonstrate that departmental needs could be met with the applicant's teaching expertise. The Peer Review Committee will solicit copies of student evaluations for up to 10 terms (5 years) or since the last review, through the Department as part of their assessment of the application; it is not necessary to include evaluations in the dossier.

Evidence of Academic and Professional Work

A comprehensive dossier with a table of contents listing scholarship, research, creative activity and/or professional accomplishment for the period of consideration.

- If the dossier accompanies a submission for change of rank and/or status, the period of consideration would be since the last successful application for review.
- If the application is for conferral of tenure, the dossier should provide ample detail of the period since the last reappointment review, but should also cover the full period of full time tenure track appointment.

Academic Research/Creative Practice can include:

- Examples of published books, articles, or papers

- Evidence of participation in external lectures series, symposia and conferences.
- Evidence of academic research, research grants, and fellowships.

Professional Work/Creative Practice:

- Examples of professional work as related to the discipline.
- Examples of work as published in books, periodicals and/or professional journals where applicable.
- Evidence of recognition of work such as exhibitions, public events, etc.
- Awards received by peer organizations
- Please Note: In all cases, the candidate should clearly indicate his/her contribution to work done in partnership or teams.

Evidence of Service

- Evidence of the applicant's sustained record of service contributions at the program, department, school and/or institute level.
- Evidence of work with community or professional organizations.
- The portfolio may also include a short narrative elaborating on the applicant's unique service experiences or obligations.

Letters of Recommendation — External References (for CCE and Tenure Only–NEW 2023)

For CCE

Application for CCE will require at least three letters of recommendation from individuals outside of the Institute, who can speak to the applicant's contributions to their area(s) of expertise. Upon submission of the "Intent to Apply" form, an applicant will need to include 5 names of individuals who have the background and expertise to render an opinion on the applicant's area(s) of expertise. The Dean will solicit the external confidential letters of recommendation which will be submitted to the applicant's dossier directly to Interfolio. At least 2 of the letters will be from individuals on the applicants list, and the final letter will be requested from an individual selected by the Dean after soliciting suggestions from the PRC.

For Tenure

Application for tenure will require at least four letters of recommendation from individuals outside of the Institute who have the background and expertise to render an opinion on the applicant's evidence of academic and professional work. Upon submission of the "Intent to Apply" form, an applicant will need to include 5 names of individuals who have the background and expertise to render an opinion on the applicant's evidence of academic and professional work. The Dean will solicit the external confidential letters of recommendation which will be submitted to the applicant's dossier directly to Interfolio. At least 2 of the letters will be from individuals on the applicants list, and the final letters will be requested from individuals selected by the Dean after soliciting suggestions from the PRC.

Letter of recommendation must be requested through the Interfolio Dossier function and uploaded to the relevant section of the package.

RECOMMENDED C.V. FORMAT

Any submission for promotion in rank or status, as well reappointment for full time and conferral of tenure must include a Curriculum Vitae that is a complete up-to-date record of educational, employment, professional and service activities.

- Paginate after 1st page; include your name
- Organize in reverse chronological order within sections
- Use the Following or Similar section titles

IDENTIFYING INFORMATION

Name, address, phone number, e-mail, URL

EDUCATION

Degree/s, including majors and minors Institution, location

Year of start and completion

List all academic degrees you have earned (noting honors)

TEACHING EXPERIENCE

Position/Rank, year(s), Institution, location

COURSES TAUGHT

Course(s) taught (list titles and differentiate TA posts) List semester and year

PROFESSIONAL EXPERIENCE

Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

PUBLICATIONS for RESEARCH/CREATIVE PRACTICE

Separate ALL authored works into Books, Chapters, Journal Articles, Symposia/Conference Proceedings (printed and/or online), and Publications that feature your work.

- If a journal article or manuscript has been peer reviewed (blind or otherwise), that should be indicated.
- Unless you are the author, the actual publication need not be submitted. A scan of cover, ISBN and publication details, table of contents and your article or relevant pages should be included.
- Bibliography of your work in reviews, articles, catalogs of work.
- Entries of publications, reviews, blogs, etc. that feature your work, can also be listed like a bibliography.
- Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

EXHIBITIONS

- List gallery, location and dates.
- With a juried or curated exhibition, list the name of the jurors or curators. List any awards won.
- Be sure to note whether or not the work is collaborative and to clearly identify your contribution.

LECTURES, PRESENTATIONS, SYMPOSIA, WORKSHOPS

- List only conferences where you presented a paper, chaired a panel, led a workshop, exhibited work, etc.
- Be sure to note if the work is collaborative and to clearly identify your contribution.

AWARDS, HONORS, FELLOWSHIPS, SCHOLARSHIPS AND GRANTS

List Title, Grantor, Year. This could also include artists in residency programs..

ACADEMIC SERVICE

A record of service to the department, the School, and the Institute, including participation in Board of Trustee service, and committee membership. List also any other record of service to the academic discipline external to Pratt. Include outside professional organizations committee or Board work.

COMMUNITY ENGAGEMENT

Include significant community engagement that is separate from Academic Service concerning committee or Board work. Ex. includes: NYC design or pedagogical partnership, local, national international association for research that is unpublished. Explain relation to organization, non-profit, NGO, etc.

CONTINUING EDUCATION

Include symposia, courses taken, etc. List location and dates.

PROFESSIONAL AFFILIATIONS**SKILLS****LANGUAGES**