
School of Art Associate Degree Department

FacultyPeerReviewCommittee 2024- 2025

Policy for Promotion, Reappointment and Change in Status of AOS /AAS Dept Faculty

Introduction

All terms and conditions of faculty employment are officially stated in the current contract negotiated by Pratt Institute and the United Federation of College Teachers (UFCT). As stipulated in that contract, the faculty of each department shall set up appropriate procedures for appointment, reappointment, promotions and tenure. Departmental Peer Review Committee formation will give preference to Full-Time and Adjunct faculty.

The following are the AOS/AAS policies for consideration of promotion and change of status from terms of initial employment. Faculty members are hired at the discretion of the Chairperson and with the approval of the Dean and Provost.

Procedures

The Associate Degree Programs Committee for the Appointment, Reappointment, Promotion, and Tenure (Faculty Peer Review Committee) is the department's official representation of faculty for all procedures concerning faculty actions.

The Faculty Peer Committee has the authority to approve or deny applications for promotion and change in status based on the criteria set forth herein.

1. The Committee submits its recommendations to the Department Chairperson.
2. The Chairperson in turn submits their approvals or denials to the Dean.
3. The Dean makes his recommendations to the Provost.
4. The Board of Trustees determines final approval of all faculty actions.

Definition of Terms

There are two key terms which apply to Faculty Appointments: **Rank** and **Status**

Rank indicates academic level. At Pratt the ranks are Instructor, Assistant Professor, Associate Professor and Professor. An upgrade in rank is referred to as a Promotion.

Status indicates employment level. **Status** titles are Visiting, Adjunct, Adjunct with CCE; Full-time, and Full-time Tenured. An upgrade in status is referred to as a Change in **Status**.

Simultaneous applications for a Promotion in Rank and a Change in Status may be permitted.

Criteria for Promotion

- **Promotion to Assistant Professor :** Normally three to five years (continuous) of excellence in teaching at the Instructor level in the AOS/AAS Program, the terminal degree or its equivalent, and an active record of professional accomplishments and service to the institution.(time served alone is not a guarantee of advancement)
- **Promotion to Associate Professor :** Normally four to six years (continuous) of excellence in teaching at the Assistant Professor level in the AOS/AAS Program, the terminal degree or its equivalent, with a consistent record of service to the institution, and with definite signs in the professional record that the applicant is on the way to becoming a recognized leader in his or her field. (time served alone is not a guarantee of advancement)
- **Promotion to Professor:** Four to six years (continuous) of excellence in teaching at the Associate Professor level in the AOS/AAS Program, the terminal degree or its equivalent, a significant record of service to the institution with a professional resume that establishes clear and recognized leadership in the faculty member's field. (time served alone is not a guarantee of advancement)

Criteria for Change in Status

- **Visitor to Adjunct Status:** Minimum 8 Continuous Semesters in the AOS/AAS Programs. Time served alone is not a guarantee of advancement. Additionally, application support materials will show evidence of teaching effectiveness, creative projects, scholarly work, professional activity and a record of service to the Dept, School of Art, and Institute.
- **Reappointment (Full-Time Tenure-Track Faculty only):** During the 3rd and 5th year of employment untenured Full-Time faculty request reappointment in a cover letter and a supporting statement of intent. The cover letter serves to confirm the continuation of their current teaching appointment while the supporting statement serves as a record of academic development and professional achievement. Support materials will show evidence of teaching effectiveness, creative projects, scholarly work, professional activity and service to the institute. The application provides an opportunity for the dept committee to identify any areas that should be addressed in the candidate's developing tenure application. A candidate's overall portfolio should build cumulatively toward the tenure application.

- **Conferral of Tenure and CCE:** Tenure or CCE 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 the AOS /AAS department, the School of Art and Pratt Institute. Support materials will show evidence of teaching effectiveness, creative projects, scholarly work, professional activity and service to the institute.

Support Materials

All support materials will be submitted online at www.interfolio.com . Once you have notified the AOS/AAS FPRC Chair of your 'Intent to Apply' you will be given access to 'Interfolio' in order to upload all support materials. Once access is given, please login to 'Interfolio.com' to review all required documents.

Complete supporting materials are vital to the review of all applications. Clarity is essential in preparing these materials. Remember that some of the people reviewing these may not be familiar with every area of professional expertise represented within the School of Art. At a minimum, an application for promotion, re-appointment or change in status should include:

1. Cover Letter of application clearly stating current rank and status and the desired promotion, reappointment, and/or change in status.
2. Faculty Personnel Action Checklist (found in Interfolio)
3. A current resume/CV, complete up-to-date record of the faculty member's educational, employment, professional, and service record.
4. Supporting Statement of Intent - Positioning your Work, Teaching Philosophy, Research, Creative or Scholarly Work and Trajectory.
5. Letters of Recommendation (addressed to AOS/AAS Faculty Peer Review Committee):
 - i. For all Applicants except Full-Time Tenure-Track or CCE applicants:
Submit 3 recommendation letters. These should include 1 from a Pratt faculty colleague and 2 from professional peers outside of the Pratt community. (Applicants may submit additional letters if they choose).
 - ii. For Full-Time Tenure-Track Faculty applying for Reappointment (Yr 3, Yr 5):
Letters of recommendation are optional. If they choose, candidates may submit up to 3 letters from professional peers outside the Pratt community.
 - iii. For Full-Time Tenure-Track Faculty applying for Tenure :
Submit recommendation letters from (at least 3) 'external reviewers' and (at least 2) Pratt faculty colleagues. Faculty applicants will submit names of suggested 'external evaluators' following the process outlined below (see item # 9).

6. Evidence of Pratt Institute teaching performance (compiled as a single pdf) to include- Examples of student work (20-24 egs) , Pratt student course evaluations (24-30 recent copies), copies of Syllabi from Courses taught at Pratt, a statement on Diversity, Equality & Inclusion (DEI), and any other relevant teaching effectiveness documentation (not from other educational institutions).
7. Evidence of professional and creative activity (compiled as a single pdf) to include items such as, links to websites, images of current work (20-24 egs), copies of publication and articles, commissioned prototypes, exhibition catalogs, posters, reviews, citations.lecturers, performance,etc.
8. Evidence of Service to Dept, School and Institute and Community (compiled as a single pdf). A service record may include, but is not limited to; serving on Dept, School and Institute Committees, serving on Academic Senate or Senate Committees, participation in Dept and Institute events such as Open House and Portfolio Days, Graduation shows and events.
9. Applications for Full-Time Tenure and CCE are expected to include 2 letters of recommendation from Pratt colleagues and 3 letters gathered from external reviewers relevant to the faculty applicant's field(s) of expertise. No fewer than three (3) such letters shall be attached to the applicant's dossier before the Departmental Peer Review Committee begins its review. Among these letters of recommendation, at least one and no more than two will be from external reviewers proposed by the faculty applicant. The letters shall be solicited and gathered by the Dean of the respective School, in consultation with the Department Chair and the Peer Review Committee regarding suitable potential reviewers.

Schedule of Action

All application and supporting materials must be submitted online at '[Interfolio.com](https://interfolio.com)'.

Submission Deadline : **Friday, OCTOBER 11 th to AOS/AAS section of 'Interfolio'**.

Deadlines are strictly observed. Missing a deadline will cause an application to be disregarded. It is the responsibility of the faculty applicant to review the standards and procedures and submit a complete and professional submission.

Associate Degree Department Faculty Committee 2024-2025 :

Prof Charles S Parker (Committee Chair), Prof Yisun Rho, Prof Jamie Powell, Prof John De Santis

Questions?

Any questions should be addressed to members of the Committee.

SUMMARY OF DEADLINES by action type

SABBATICAL APPLICATIONS ONLY (Faculty and Administrative ONLY. No Peer Review.)

OCTOBER

- MON 14** SABBATICALS, Intent to Apply, Faculty to Provost
- MON 21** SABBATICALS, Application and Eligibility, Provost to Faculty
- MON 28** SABBATICALS, Faculty Request to Chair

NOVEMBER

- MON 04** SABBATICALS, Chair to Dean
- MON 11** SABBATICALS, Dean to Provost

DECEMBER

- FRI 13** SABBATICALS, Faculty Notified, Board of Trustees decision

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EXTERNAL EVALUATIONS FOR TENURE APPLICANTS ONLY (FULL-TIME AND PART-TIME)

MONTHS and Days can be adjusted by Deans and Committees to be earlier if possible. AUG 30 Intent to Apply for Part Time (CCE) and Full Time Tenure

SEP 6 Peer Review Committees solicit suggested external evaluators from Tenure applicants **SEP 13** Deans and Peer Review Committees create external evaluator list per UFCT Contract **SEP 16** Deans contact External Evaluators per UFCT Contract with initial contact letter

OCT 4 Peer Review Committees initiate External Evaluation function in Interfolio for Evaluators

NOV 15 Evaluators upload letter to their linked External Evaluator portal in Interfolio

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ARPT and EMERITI APPLICATIONS ONLY (Faculty, Peer Review Committee, Administrative)

DEADLINES: SCHOOL OF ARCHITECTURE PEER REVIEW COMMITTEE ONLY

PEER REVIEW COMMITTEE CHAIR for ARPT and EMERITI APPLICATIONS

INTENT TO APPLY - SCHOOL OF ARCHITECTURE ONLY

AUGUST

- FRI 30** CCE (TENURE - ADJUNCT FACULTY): Faculty to Peer Review Chair
TENURE (FULL-TIME): Faculty to Peer Review Chair

SEPTEMBER

- TUE 03** ALL OTHER RANK AND/OR STATUS APPLICATIONS: Faculty to Peer Review Chair

APPLICATION MATERIALS DUE: SCHOOL OF ARCHITECTURE ONLY

- WED 09** CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee

CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review
Committee EMERITI STATUS, Faculty Recommendations to Peer Review
Committee PROMOTION (in Rank), Faculty to Peer Review Committee

OCTOBER

MON 07 REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review
Committee TENURE, Faculty to Peer Review Committee

SCHOOL OF ARCHITECTURE SUBCOMMITTEE (5 weeks to review)

Subcommittee Recommendation to Peer Review Committee

NOVEMBER

FRI 01 CCE for ADJUNCT FACULTY, Sub-Committee to Peer Review Committee
CHANGE OF STATUS (Visiting to Adjunct), Sub-Committee to Peer Review
Committee PROMOTION (in Rank), Sub-Committee to Peer Review Committee
REAPPOINTMENT (in 3rd and 5th Year), Sub-Committee to Peer Review
Committee TENURE, Sub-Committee to Peer Review Committee

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SUGGESTED DEADLINES: ALL PEER REVIEW COMMITTEES (EXCEPT ARCHITECTURE)

PEER REVIEW COMMITTEE CHAIR for ARPT and EMERITI APPLICATIONS

INTENT TO APPLY FACULTY to PRC CHAIR

AUGUST

FRI 30 CCE for ADJUNCT FACULTY, Faculty to Peer Review
Chair TENURE, Faculty to Peer Review Chair

SEPTEMBER

FRI 06 CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review
Chair EMERITI STATUS, Faculty Recommendations to Peer Review
Chair PROMOTION (in Rank), Faculty to Peer Review Chair
REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Chair

APPLICATION MATERIALS DUE: ALL SCHOOLS (EXCEPT ARCHITECTURE)

OCTOBER

TUES 1 CCE for ADJUNCT FACULTY, Faculty to Peer Review
Committee TENURE, Faculty to Peer Review Committee

FRI 11 CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review
Committee EMERITI STATUS, Faculty Recommendations to Peer Review
Committee PROMOTION (in Rank), Faculty to Peer Review Committee
REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Committee

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COURSE EVALUATIONS:

<Use these deadline IF your ARPT Department Guidelines REQUIRE Faculty Course Evaluations>

REQUIRED DEADLINES

OCTOBER

MON 21 FACULTY COURSE EVALUATIONS: REQUEST

Faculty Course Evaluations, PRC Chair to UFCT Faculty Actions Administrator
(Jason Vigneri Beane)
(request via google form)

MON 28 FACULTY COURSE EVALUATIONS: TRANSMITTAL

Faculty Course Evaluations, UFCT Faculty Actions Administrator to PRC Chair
(via secure google drive)

NOVEMBER

MON 04 FACULTY COURSE EVALUATIONS: NOTIFICATION OF ADDITION TO APPLICATION

Faculty Course Evaluations, PRC Chair to Faculty (*PRC Chair to Upload Course Evaluations to Faculty Application in Interfolio and notify faculty via Interfolio email*)

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OFFICIAL ADMINISTRATIVE DEADLINES

(PRC LETTERS TO CHAIR, CHAIR, DEAN, PROVOST and FINAL BOT LETTERS)

for ARPT and EMERITI APPLICATIONS

DECEMBER

FRI 13

CCE for ADJUNCT FACULTY, Peer Review Committees to Chair
CHANGE OF STATUS (Visiting to Adjunct), Peer Review Committees to
Chair EMERITI STATUS, Faculty Recommendations to Chair
PROMOTION (in Rank), Peer Review Committees to Chair
REAPPOINTMENT (in 3rd and 5th Year), Peer Review Committees to
Chair TENURE, Peer Review Committees to Chair

JANUARY

FRI 31

(5 weeks to review + 2 holiday weeks)

CCE for ADJUNCT FACULTY, Chair to Dean
CHANGE OF STATUS (Visiting to Adjunct), Chair to Dean
EMERITI STATUS, Chair to Dean
PROMOTION (in Rank), Chair to Dean
REAPPOINTMENT (in 3rd and 5th year), Chair to Dean
TENURE, Chair to Dean

MARCH

FRI 14

(6 weeks to review)

CCE for ADJUNCT FACULTY, Dean to Provost
CHANGE OF STATUS, (Visiting to Adjunct), Dean to Provost
EMERITI STATUS, Dean to Provost
PROMOTION (in Rank), Dean to Provost

REAPPOINTMENT (in 3rd and 5th year), Dean to
Provost TENURE, Dean to Provost

APRIL

FRI 25

(6 weeks to review)

CCE for ADJUNCT FACULTY, Provost to Faculty
CHANGE OF STATUS (Visiting to Adjunct), Provost to Faculty
EMERITI STATUS, Provost to Faculty
PROMOTION (in Rank), Provost to Faculty
REAPPOINTMENT (in 3rd and 5th year), Provost to
Faculty TENURE, Provost to Faculty

MAY

FRI 16

CCE for ADJUNCT FACULTY, Faculty Notified BOT Decision
CHANGE OF STATUS (Visiting to Adjunct), Faculty Notified BOT Decision
EMERITI STATUS, Former Faculty Notified BOT Decision
PROMOTION (in Rank) (in Rank), Faculty Notified BOT Decision
REAPPOINTMENT (in 3rd and 5th year), Faculty Notified BOT Decision
TENURE, Faculty Notified BOT Decision