

# PIC Peer Review Committee Guidelines

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## Introduction to the Peer Review Process:

Pratt recognizes and promotes non-tenure faculty based on a combination of academic and professional accomplishments.

Pratt has a process of promoting non-tenure faculty along two distinct pathways (simultaneously). They distinguish on one hand between *compensation* and on the other hand *levels of responsibility in teaching and service* to the institution.

The Interdisciplinary Area's PRC encourages part-time faculty whose home area is the Interdisciplinary Area to seek promotions that can culminate in Adjunct with CCE.

## What is this *Handbook* for?

This Handbook is designed to provide Pratt Integrative Course (PIC) faculty members whose home area is the Interdisciplinary Area with comprehensive information about the constitution of the *Peer Review Committee* (PRC), what work the PRC does, and how the PRC completes this work.

## What does the PRC do?

The PRC is empowered under Article XVI of the Collective Bargaining Agreement (find the current one [here](#)) of the Pratt Union to:

1. Develop *Standards* for **promotion** of all faculty whose home area is the Interdisciplinary Area and **reappointment** and the awarding of **tenure** to full-time faculty whose home area is the Interdisciplinary Area;
2. Receive applications for **promotion, reappointment, and tenure** (generically called “requests for action”);
3. Establish and follow procedures for evaluating each application for **promotion, reappointment, and tenure**;
4. Advise prospective applicants on the application process and the creation of an application;
5. Write a letter in response to each application (a “response letter”), which is forwarded to the Interdisciplinary Area’s Academic Administrator along with the eligible faculty member’s application (the application materials, which also includes any letters of recommendation and will eventually include response letters from the Interdisciplinary Area’s Academic Administrator and Provost).
6. Make recommendations to the Interdisciplinary Area Chair on nominations for Faculty Emeritus status.

In the Interdisciplinary Area, evaluation of applications for **promotion, reappointment, and tenure** includes consideration of the application materials (see **Appendix 5, How to Compile An Application**), course evaluations, and sometimes professional letters of recommendation. Each current PRC will also consider materials generated by previous PRCs in response to earlier requests from the applicant.

The PRC maintains a digital archive of all PRC-authored letters. This archive must be updated by the current PRC chair and passed on to future PRC chairs. This archive is confidential and elements of this archive may only be shared with future PRC members when relevant to current requests for action.

## How the Interdisciplinary Area PRC Makes Its Decisions

The PRC is a democratically-constituted body wherein each elected member has an equal voice in all decisions (except where there is a conflict of interest, see the *PRC Procedures*

below). Whenever possible, the PRC seeks to make decisions based on a consensus process, avoiding making decisions that are only supported by a marginal majority. In the case that a decision must be made and consensus cannot be reached, the will of the majority should be respected. In such cases the entire committee should stand in support of the decision, regardless of whether particular PRC members agree or disagree with this decision. Members of the PRC are elected by their peers, and while they need not (and in regard to requests for reappointment, promotion, tenure should not) poll this constituency when making decisions, PRC members should always keep in mind that they are elected to promote the interests of the collective Interdisciplinary Area faculty and the overall mission of the the **Interdisciplinary Area**.

The **Interdisciplinary Area** houses the Pratt Integrative Courses (PIC) and the assessment criteria of the PRC Committee are shaped by definitions of **Integrative Learning** and **Interdisciplinarity**.

### *Definition of Key Terms:*

In the creation of this handbook the working group relied on the following definitions of key terms. These definitions are meant to be working definitions that can guide the PRC processes.

[Integrative learning is the broader of the two](#). “It is an umbrella term for structures, strategies, and activities that bridge numerous divides, such as high school and college, general education and the major, introductory and advanced levels, experiences inside and outside the classroom, theory and practice, and disciplines and fields. **Interdisciplinary studies is a subset of integrative learning** that fosters connections among disciplines and interdisciplinary fields.”

- Julie Thompson Klein

**"Interdisciplinary work** ideally produces knowledge that integrates two or more disciplines, contributing to a new foundational unity of understanding, perhaps even a new hybrid. Interdisciplinary work thus both creates knowledge and redraws the boundaries of that which can, in theory, be known, but interdisciplinary work also entails an understanding of the disciplinary norms that are being challenged.”

- Julie Buckler

## *Procedures:*

The PRC Chair is charged with effectuating the established procedures and actions of the PRC. In this capacity the PRC Chair needs to consult with all of the PRC members before making decisions about how to deal with PRC responsibilities.

It is the right of the PRC to make modifications to this *Handbook* and the *Standards* it contains as well as to propose amended *Procedures* for faculty approval (see below). Whenever possible, the PRC should seek input and feedback from current Interdisciplinary Area faculty before making substantive changes to any component of this *Handbook*.

No member of the committee shall discuss outside the committee any conversation, any deliberation, or any voting details, that took place within committee meetings with any faculty for whatever reason. No faculty member should ask any committee member for such information. All deliberation and action are strictly confidential.

While the letter itself will contain the information candidates need to understand the action, individual faculty members whose home area is the Interdisciplinary Area may request a meeting with the PRC Chair to discuss the decision.

## Faculty Requests for Action: Reappointment, Promotion, and Tenure (ARPT)

### Receiving Requests for Action

In the first week of each academic year, the Chair of the PRC will announce, in the form of a letter to all faculty whose home area is the Interdisciplinary Area, the onset of the Faculty ARPT season. This letter will include this Handbook, which includes the current Academic Year ARPT standards, will provide guidelines for submission via Interfolio of the ARPT application (also known as a “*request for action*”), and will provide the deadline by which the PRC should receive ARPT applications via Interfolio. This letter may also provide details of the Institute Faculty Action calendar which is produced by the Office of the Provost, and which also includes deadlines for non-ARPT actions such as sabbatical applications. Finally, the letter will also ask that faculty whose home area is the Interdisciplinary Area and who are considering ARPT applications to identify themselves to the PRC Chair so that the appropriate review committees can be formed and Interfolio workflow can be established as soon as possible.

After receiving a *request for action* from an eligible faculty applicant, the PRC Chair will configure Interfolio to accept an application from the applicant, and upon receipt of this application, will assemble an *application dossier* for review by the PRC. A complete *application dossier* is as follows::

1. The applicant must submit **a complete application through Interfolio**, which is detailed in Appendices [6](#) & [7](#) and includes all necessary documents;
2. The Institute administration will collect **student evaluations** of all courses taught by the applicant over the previous two years.
3. Depending on the specific faculty position, **letters of recommendation** may be required or optional. Please refer to Appendices [5](#), [6](#), and [7](#) for the Standards that apply to your Faculty Action request.

## Response Letters and the Subsequent Administrative Review Process

The PRC Chair distributes the *application dossier (in Interfolio)* to the PRC and arranges for a time for all members of the PRC to sit and review the evidence presented in that application. Based on a comparison of evidence presented to the appropriate *Standards* (see below), the PRC will decide whether or not to recommend the requested *faculty action*. In the case that the members of the PRC cannot reach consensus, a recommendation can only be issued with the support of a majority of PRC members.

After the PRC writes its *response letter* (see [What does the PRC do?](#) above), a complete application package is forwarded, via Interfolio, to the Interdisciplinary Area's Academic Administrator.

This package includes:

1. The eligible faculty applicant's complete application (see [Appendix 5, How to Compile an Application](#)).
2. Letters of recommendation (required for some applications, optional for others; please see the *Standards* that apply to your Faculty Action request.)
3. The PRC's *response letter*.

Please note that the PRC's assessment of all material that was part of the *application dossier*—but not necessarily listed above—will be included in the *response letter*.

After the PRC has rendered its decision, the applicant will promptly receive, via Interfolio, a copy of the response letter that was forwarded to the Interdisciplinary Area's Academic Administrator. Applicants who wish to clarify anything written in the *response letters* should email the PRC Chair with a list of questions. The PRC Chair may either answer these questions directly or convene the PRC to respond to the inquiry.

Upon receipt through Interfolio, the Interdisciplinary Area's Academic Administrator will review the complete application package and write a letter that recommends either rejection or approval of the faculty action request. In agreeing or disagreeing with the PRC's response letter, the Interdisciplinary Area's Academic Administrator should make specific reference to the *Standards*, as these remain the ultimate criteria by which the applicant's achievements should be judged. The Academic Administrator's written recommendation is attached to the complete application package and forwarded to the Provost via Interfolio; Interfolio will route a copy of the Academic Administrator's letter to the applicant.

If an applicant wishes to clarify and/or contest anything written in the Interdisciplinary Area's Academic Administrator's letter, that applicant is entitled by the Collective Bargaining Agreement to "append and affix" a written statement to the application package via Interfolio. Note: Append and affix does not apply to the PRC's recommendation of action to the Interdisciplinary Area's Academic Administrator.

The Provost will review the complete application package and write a letter that recommends either rejection or approval of the faculty action request. In agreeing or disagreeing with the PRC's response letter, the Provost should make specific reference to the *Standards*, as these remain the ultimate criteria by which the applicant's achievements should be judged. The Provost's written recommendation is attached to the complete application package and forwarded via Interfolio to the Board of Trustees. Interfolio will route a copy of the Provost's letter to the applicant.

If an applicant wishes to clarify and/or contest anything written in the Provost's letter, that applicant is entitled by the Collective Bargaining Agreement to "append and affix" a written statement to the application package.

The Board of Trustees meet and render a final decision for each application for faculty action. The decision of the Board of Trustees is final.

# Peer Review Committee Mission, Roles & Duties

## PRC Mission

The mission of the PIC Peer Review Committee (PRC) is to:

- ★ establish, maintain, and distribute the Interdisciplinary Area's *Standards* of eligibility,  
fitness and evaluation for faculty appointment, reappointment, promotion and tenure (ARPT);
- ★ apply the Interdisciplinary Area's *Standards* and make recommendations to the Interdisciplinary Area's Academic Administrator on individual faculty ARPT requests;
- ★ make recommendations to the Interdisciplinary Area's Academic Administrator on nominations for Faculty Emeritus status.

For ARPT actions, the PRC interprets the *Standards*, acting with sensitivity to the mission and needs of the Interdisciplinary Area and the Institute, as its recommendations will be considered at all levels.

## Elected Members of the PRC

During their term, elected members of the committee will:

- ★ become familiar with this document, with particular emphasis on the *Standards* applied to each ARPT application, and to act as a point of contact for the faculty members whose home area is the Interdisciplinary Area and who apply for an ARPT action;
- ★ participate in the process of reviewing ARPT applications submitted to the PRC, including the writing of a response letter to the Interdisciplinary Area's Academic Administrator and the applicant;
- ★ attend regular scheduled PRC meetings where the Interdisciplinary Area ARPT process is assessed and -- if necessary -- amended; and
- ★ help facilitate fair elections for open PRC elected member positions.



**NOTE:** Every PRC should include at least one faculty member whose Home Area is the Interdisciplinary Area. However, to address the anticipated backlog of Faculty Action, it is proposed that the inaugural PRC committee does not have to adhere to this guideline. The inaugural PRC committee can be composed entirely of members who have other Home Areas and teach at least one PIC during the current academic year. After the first year, at least one member of the inaugural Committee should be replaced by a faculty member whose home area is the Interdisciplinary Area.

## PRC Responsibilities

The Chair of the PRC is elected yearly by the members of the PRC after each member election cycle (see *Procedures* above). The Chair should be elected before October 10. The primary role of the Chairperson is to coordinate and delegate all aspects of the committee's work. The PRC will:

- ★ convene during the second week of October to schedule applicant due dates and organize committee workflow;
- ★ communicate to all faculty whose home area is the Interdisciplinary Area the schedule, process, and standards for ARPT applications and peer observations, and the timeline for Emeritus nominations;
- ★ update the Faculty Union, Interdisciplinary Area chair, and Provost on the *Procedures* and *Standards* that will govern each year's ARPT application process, and assure that Pratt's Interfolio ARPT tool includes an up-to-date link to the current *Procedures and Standards* on the Faculty Union website;
- ★ function as the Interdisciplinary Area admin within Pratt's Interfolio ARPT tool (i.e., the person with the ability to establish electronic workflow, assure that ARPT templates are current and accessible, establish the PRC's deadline within Interfolio, and troubleshoot other Interfolio tasks relevant to routing an application to the PRC or to the Interdisciplinary Area's Academic Administrator)
- ★ oversee the ARPT application process: maintaining the workflow and application template(s) in Pratt's Interfolio system; receiving applications and letters of recommendation (if applicable to the application at hand) via Interfolio; distributing the complete application packet to the committee via Interfolio; and convening PRC

committees to discuss applications;

- ★ decide when PRC members need to be given access to Letters generated by previous requests for action by a given current applicant.

- ★ oversee the production of letters to the Interdisciplinary Area's Academic Administrator and applicant in response to each ARPT action requested, assuring that these letters address the *Standards* for each action;

- ★ For Applications for Emeritus status only: solicit nominees' CVs and oversee the production of letters to the Interdisciplinary Area's Academic Administrator regarding nominations for Emeritus status;

- ★ deliver ARPT response letters the Interdisciplinary Area's Academic Administrator, applicant, and union leadership via Pratt's Interfolio system, making sure to redact other confidential material generated by the PRC

- ★ provide all new hires with a copy of this *Handbook* and information on the *Collective Bargaining Agreement*;

- ★ assess how the ARPT process is proceeding during the year and initiate dialogue within the PRC to fix any problems that arise and/or to make overall improvements;

- ★ be in dialogue with Union leadership and maintain up-to-date understanding of the *Collective Bargaining Agreement* which can be found here:  
<https://www.pratt-union.org/documents>

- ★ serve as the liaison of the PRC to members of the administration, including the Interdisciplinary Area's Academic Administrator and the Provost; and

- ★ maintain electronic resources relevant to PRC function, including an archive of past PRC-produced letters, ARPT template(s) within Interfolio that can be viewed by Interdisciplinary Area faculty, and an online presence accessible to all PRC members which includes the PRC calendar, the current [Collective Bargaining Agreement](#), and this *Handbook*.

## Peer Review Committee *Procedures*

*The following rules are agreed upon for the operations of the Interdisciplinary Area's Peer Review Committee:*

1. Five elected members from full-time and part-time faculty shall comprise the Interdisciplinary Area's Peer Review Committee (PRC). Ideally, the committee should be representative of the full breadth of the Interdisciplinary Area's full- and part-time faculty with the majority of the members Home Area being the Interdisciplinary Area;
2. All faculty with at least three years of service in the Interdisciplinary Area are eligible to submit their names for election and serve on the PRC;
3. PRC elected terms are for two years; terms begin on October 7 and end October 1 two years later. Faculty whose home area is the Interdisciplinary Area and who are applying for promotion or status in rank should step down from the PRC for the year in which they are applying, and they may finish their term the following year. Faculty may serve as many terms or successive terms as they are duly elected for;
4. Nominations for service on the PRC shall be conducted before the end of September. Anyone may nominate (or self-nominate) an applicant by sending an email to the standing PRC Chair. Elections shall be conducted by secret ballot before October 1;
5. The standing PRC is charged with distributing a ballot to each faculty member who is teaching at least one PIC in the current academic year. Each faculty vote is equally weighted, regardless of course load, status, or rank;
6. During the second week of October, the elected PRC will select a chairperson who will act as the liaison between the PRC, the faculty, and the Interdisciplinary Area's Academic Administrator. If a chairperson must step down due to unforeseen circumstances, the PRC can select a new chair to complete the remainder of the term. PRC Chairs may serve as many terms or successive terms as they are duly elected for;

Each committee may establish rules of order for conducting meetings (i.e. the order of business, election of the chair, motions, voting procedure, meeting modality etc.)

7. Any faculty member whose home area is the Interdisciplinary Area wishing to apply for any ARPT action should not submit their name for election as PRC Chairperson, or should step

down if elected from service as the standing PRC Chairperson during the year in which their application for ARPT action is being reviewed. ARPT actions include change in rank, change in status, and applications for reappointment;

8. The PRC chair shall remove members of the PRC from the committee reviewing an applicant if:

- a. the applicant is a family member or partner; or
- b. if any other conflict of interest prevents fair assessment of the applicant

NOTE: The working group that comprised the initial IA PRC document will facilitate a vote among all current PIC teaching faculty to form the inaugural IA PRC. All current PIC teaching faculty members will be listed on the ballot. Ideally, the inaugural committee should include members who have previous PRC committee experience, a minimum of three years teaching the PICs, and/or rank above Visiting.

## Modification of the PRC *Procedures (and Handbook)*

Each standing *Peer Review Committee* may modify any part of this *Handbook* in order to improve the workings of the PRC. Sections should be modified or added to make the work of the PRC more transparent, efficient, and fair. Modification of this *Handbook* should also ensure that the work of the PRC remains aligned with the mission of the Interdisciplinary Area, which may also evolve over time.

This process can be outlined as follows:

1. Interdisciplinary Area (IA) PRC reviews Handbook  
IA PRC reviews the existing Handbook in the first four weeks of Spring semester
2. IA PRC convenes to discuss Handbook  
IA PRC convenes to discuss revisions, edits and augmentations to the Handbook in the fifth or sixth week of the spring semester.
3. IA PRC comments and suggests revisions, etc. to existing Handbook  
IA PRC suggests revisions, edits and/or additions Handbook (7th/8th week of Spring semester)
4. IA PRC - review of Committee suggestions

IA PRC has a set time period to read and approve prior to sharing with all PIC teaching faculty feedback, comments, etc.

5. Interdisciplinary Area (IA) Handbook Faculty Review

IA PRC Handbook is shared with PIC teaching faculty as a digital document, with the PIC teaching faculty given permission to comment for a period of up to two weeks.

The Handbook will be shared as a link in a poll (google form).

This poll will be reviewed and approved by the PRC each Spring, as well, prior to it being distributed to faculty whose home area is the Interdisciplinary Area.

6. A PRC review of Faculty comments, revisions/edits

The IA PRC members will review the comments from the PIC teaching faculty and evaluate/assess the validity and appropriateness of the feedback and suggestions, thereby going forward with revising, editing, etc.

7. Once revisions and edits have been made, the IA PRC Chair will set a date for the Committee to meet to vote to approve the Handbook. If members cannot attend, a vote can be sent to the PRC Chair by proxy.

8. A majority of the members must vote to approve the updated Handbook.

If approved, the IA PRC Handbook will be ratified and used for the following academic year.

## Nominations for Emeritus Status

Retired members of the Pratt faculty who held tenure at the time of their retirement in good standing are eligible for nomination to emeritus/emerita faculty status. Tenure for the purposes of this emeritus/emerita policy includes both full-time tenure and the certificate of continuous employment (CCE).

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 the Interdisciplinary Area's Academic Administrator. In addition, the Provost will routinely review all recent retirements of tenured faculty whose home area is the Interdisciplinary Area and nominate qualified individuals for emeritus/emerita status.

Emeriti applications differ from the other ARPT actions: The process begins with a nomination letter for a retired faculty member whose home area is the Interdisciplinary Area made by another faculty member, PRC, Academic Administrator, or other community members. *The faculty in question DOES NOT participate in initiating the application or the case within Interfolio.* Once a nomination is made, it will be presented for review and recommendation by the PRC, followed by the Interdisciplinary Area's Academic Administrator, and then forwarded to the Provost. With the Provost's approval, reflecting consultation with the president, the nomination will be presented 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.

Upon receipt of a nomination, the PRC Chair will open a case for the nominee using the Provost-provided Emeriti application template in Interfolio, and will include the letter of nomination and an up to date CV for the nominee. (The PRC Chair may need to reach out to the retired faculty member to get an updated CV).

From there, the case does go through all of the same steps for all of the ARPT faculty actions as dictated by the union contract. Additionally, emeriti nominations can occur at any step, meaning the case would may be opened at the Academic Administrator or Provost step, 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.

Emeritus/emerita status is intended to recognize those members of the tenured faculty whose home area is the Interdisciplinary Area and 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.

## APPLICATION OVERVIEW: (Applies to all applicants)

Application materials should emphasize developments since the previous review for appointment or reappointment.

## STATEMENT OF INTENT:

Describe your intentions in applying for promotion in rank and/or change in status in the Interdisciplinary Area. (Refer to [Appendix 1](#) to thoroughly understand the position for which you are applying).

Describe how your teaching, service, and creative/professional experience have prepared you for a promotion in rank and/or a change in status in the Interdisciplinary Area.

Include the following:

1. Your definition and approach to integrative learning and how interdisciplinarity relates to it.
2. The ways your teaching parallel(s) and/or intersect(s) with your creative practice and process.
3. Your approach to teaching and learning in a diverse, just, and equitable educational environment.
4. Your intentions to develop and grow your teaching, service, and creative/professional practice with respect to a promotion in rank and/or a change in status in the Interdisciplinary Area.

We accept multiple modalities of submission for the statement of purpose. Using text (1-4 paragraphs), a 3-5 minute spoken word essay or video recording, and/or other media format prepared to occupy equivalent reading time by PRC Committee)

**For more detailed information on media options, please go to [Appendix 5](#)**

## CV

Any submission for promotion in rank or change in status, as well as 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.

For the purposes of promotion in the Interdisciplinary Area, highlight and privilege multi- cross- and interdisciplinary endeavors.

NOTE: If putting together a CV for conferral of Tenure, delineate/highlight the tenure-associated work activity since F/T (Full-Time) hire.

## FACULTY (PROFESSIONAL) PRACTICE SAMPLES

Please provide at least four (4) examples of your professional practice, creative accomplishments, and/or your pedagogical scholarship. In your presentation of this work, please express how your examples relate to the Interdisciplinary Area (IA). Work samples should be chosen based on their relationship to your statement of intent, as we are especially interested in how your creative practice informs your role as an educator.

We encourage the inclusion of IA-relevant process work (multi-, cross- interdisciplinary projects) and the process of how a finished work came to be. Please annotate your submission to articulate the relationship of your professional practice to your teaching practice.

For larger projects, we recommend considering which aspects of your projects you think are most relevant for the committee to review and then annotate, and excerpt accordingly.

## EVIDENCE OF TEACHING PERFORMANCE:

To get to know your pedagogical approaches and strategies, the committee seeks materials and your responses to the following three points (in lieu of the customary teaching philosophy statement).

Applicants are required to include:

1. A list of courses taught at Pratt since your last review;
2. Syllabi for each of your PICs [if one course has been taught repeatedly, include the latest syllabus]
3. Contextualized and annotated PIC student work samples to illustrate:
  - PIC outcomes in practice,
  - intermittent learning steps,
  - one student's exemplary leaning arc.



Please read [Appendix 6](#) for a detailed structure of this portion of the application.

## SERVICE

Please explain your approach to supporting the programs or processes of the Interdisciplinary Area or Institute. Highlight service listed on your CV that broadens integrative and interdisciplinary endeavors at Pratt. This can include contributions to academic committees (Interdisciplinary Area or Institute level) and/or involvement in Institute activities (searches and/or any assistance with the Interdisciplinary Area or Institute projects, programs, and events).

If you are applying for Adjunct with CCE or promotion on the tenure track, please explain how you demonstrate leadership, will continue to make significant contributions to the Interdisciplinary Area and Pratt Institute, and fulfill the substantial service role expected of full-time faculty and Adjuncts with CCE.

You can either present a narrative (word count: ca. 500) or create a presentation including visual examples of your service work.

## STUDENT EVALUATIONS

The Institute administration will provide the student evaluations for courses taught by the applicant over the last two years to the PRC committee.

The Committee acknowledges that student evaluations are partial, circumstantial, and often reflect social biases. We take this into account when reviewing.

## ASSISTANCE WITH THE APPLICATION

The PRC committee advocates for the position of a mentor who is available to assist applicants with the process. The mentor would NOT be part of the committee and is available to answer applicants' questions about their application materials.

Questions about the PRC process in general can be directed to current members of the PRC.

## APPENDICES:

### Appendix 1, Definition of Terms: "Status" and "Rank"

There are two terms that apply to full-time and part-time faculty appointments: **Status** and **Rank**.

An upgrade in employment level is referred to as a **Status Change** or **Change in Status**. An upgrade in rank is referred to as a **Promotion**.

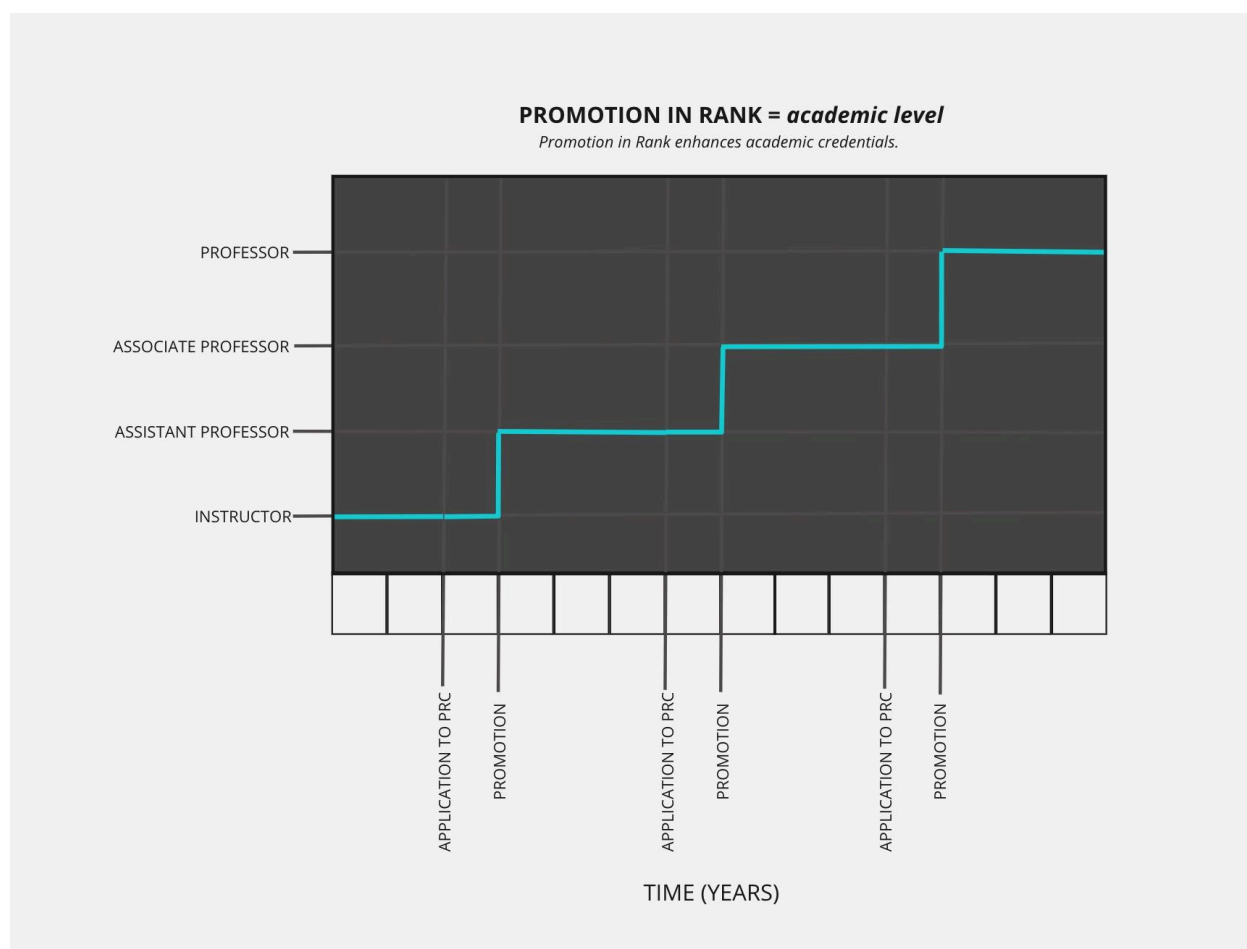
1. **Status**—indicates a faculty member's employment level. At Pratt Institute, status titles include:
  - a. **Visiting**: Part-time teaching load limited to fifty percent (50%) of a full-time workload.
  - b. **Adjunct**: Part-time teaching load limited to seventy-five percent (75%) of a full-time workload. Benefits include: one guaranteed class, tuition remission and seventy-five (75%) of the health coverage.
  - c. **Adjunct with CCE (Certificate of Continuous Employment)**: CCE is adjunct tenure status. "Every effort" is made to provide the CCE with "(3/4) of a full-time workload." In addition to full tenure protections, benefits include: tuition remission, retirement/pension plan, and health coverage. As of the 2011-2015 contract, adjuncts are required to maintain a fifty percent (50%) load in order to retain this status.
  - d. **Full-Time [tenure-track]**: Typically, the full-time tenure-track faculty member "will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year" [CBA 16.5]. However, "each two years of prior full-time faculty service at an accredited college or university shall be credited as 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" [CBA 30.4]. Benefits include: tuition remission, tuition exchange, retirement/pension plan, and health coverage.
  - e. **Full-Time [tenured]**: Typically, "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” [CBA 30.4]. Past practice allows the full-time faculty member who held a CCE prior to their full-time appointment to resume their CCE status should they not be reappointed with tenure.*

2. **Rank**—indicates a faculty member’s academic level. There are four ranks at Pratt Institute: **Instructor**, **Assistant Professor**, **Associate Professor**, and **[Full] Professor**. All applicants should refer to The Collective Bargaining Agreement to find out what their pay rate will be upon promotion in rank. The Collective Bargaining Agreement maintains a minimum pay raise between each level but the rates were set in 2008, and are much too low. Applicants should consult HR and find out what this means for them before they apply.

Definitions consistent with the UFCT Collective Bargaining Agreement. Consistent with procedures explained in the section Modification of Procedures (and Handbook) each new committee should revisit this portion annually and update information accordingly.





## Appendix 2, Standards of Evaluation for all Positions

The following are considerations taken for promotion and change in status and are not arranged in the order of importance as it varies depending on the applicant.

These are the three categories of consideration when applying for promotion in the Interdisciplinary Area:

- 1 - Demonstration of *“Teaching Effectiveness / Teaching Excellence”*
- 2 - Demonstration of *“Interdisciplinary Area & Institute Service”*

3 - Demonstration of one or both of the following: *“Professional Practice and Creative Accomplishments”* and *“Research and Engagement in Pedagogy-focused Inquiries”*

**1 - Demonstration of “Teaching Effectiveness / Teaching Excellence” includes:**

- Quality of student work as documented by the applicant, clearly connected to pedagogical approaches and curricular concepts and outcomes.
- Participation in intercollegial dialogue
- Content of student evaluations
- Curricular development, innovation, and contribution to the Interdisciplinary Area’s curricular dialogue may also be considered.

**2 - Demonstration of “Interdisciplinary Area & Institute Service” includes:**

- Interdisciplinary Area Service and Engagement: Presentations, class exhibitions, student advisement, Interdisciplinary Area committees, Interdisciplinary Area searches, participation in faculty meetings, participation in curricular development and decision-making processes, and/or any assistance with Interdisciplinary Area projects, programs and events.
- Institutional Service and Engagement: Contributions to the Admissions process, Academic Senate, Open House, Family Weekend, Institute search committees and other Institute level committees, UFCT Committee or Assembly, and other assistance with projects, programs, and events in the life of the Institute and its students.
- Other forms of service to the larger community may also be considered.

**3 - Demonstration of: “Professional Practice and Creative Accomplishments” and / or “Research and Engagement in Pedagogy-focused Inquiries”**

- Professional Practice and Creative Accomplishments: Evidence of interdisciplinary professional engagement and endeavors includes exhibitions, written materials by or about the applicant, performances, screenings, design activity, studio activity, awards, grants, commissions, professional presentations, advanced study, and other evidence of creative and/or scholarly work.

- Research and Engagement in Pedagogy-focused Inquiries: Evidence of systematic and rigorous research or inquiry based on a reflective, critical, and cyclical focus on student learning. This is grounded upon a developing methodology or pedagogical design development in pursuit of gaining knowledge and expertise in the disciplines of teaching with the aim of making impact, building upon findings, and sharing results within the Interdisciplinary Area, Institute, and wider educational community through presentations at conferences, through Center for Teaching and Learning or various forms of publication and dissemination.

Please note that standards of evaluation may be weighted differently considering the type of faculty action sought. Refer to Criteria for Eligibility and Application Materials for more information.

## Appendix 3, Standards of Evaluation for Full-Time of Tenure Track Status

Standards of Eligibility, Fitness, and Evaluation for Full-time Faculty (Criteria for promotion, change of status, reappointment and tenure)

The PRC interprets the general criteria of merit listed here, acting with sensitivity to the mission of the Interdisciplinary Area, and the Institute, as its recommendations will be considered at all levels.

Simultaneous applications for Promotion and Status Change are permitted.

Full-time faculty whose home area is the Interdisciplinary Area can apply for the following steps in promotion and change of status:

- [1. Reappointment \(third and fifth year of Tenure-Track status\)](#)
- [2. Promotion from Assistant to Associate Professor \(Full-Time Status\)](#)
- [3. Promotion from Associate to Full Professor \(Full-Time Status\)](#)
- [4. Change in Status from Tenure-Track \(Non-Tenured\) to Tenured](#)

### *1. Criteria for Reappointment (third and fifth year of Tenure-Track status):*

The applicant for reappointment must demonstrate continued excellence in teaching, service,

and professional work since the original or previous appointment. The applicant should display leadership, continue to make significant contributions to the Interdisciplinary Area, and fulfill the substantial service role expected of full-time faculty. This may include institutional service. Application materials should emphasize accomplishments in teaching, service, and professional engagement since the previous review for appointment or reappointment.

**1. Possession of a graduate degree or equivalent professional experience.**

**and**

**2. Demonstration of superior quality teaching.** A successful applicant for tenure-track reappointment will have a record of superior quality teaching. Applications for reappointment must include student evaluations for all courses taught over the preceding two years, an approach to Interdisciplinary Pedagogy in tandem with Teaching Evidence, as well as evidence of evolutions of teaching practices and curriculum.

**and**

**3. Evidence of progress toward envisioning and developing professional competence.** Examples include but are not limited to: Exhibitions, written materials by, or about, the applicant, performances, screenings, design activity, studio activity, awards, grants, commissions, professional presentations, advanced study, and other evidence of creative and/or scholarly interdisciplinary work.

**and**

**4. Research and Engagement in Pedagogy-focused Inquiries:** Evidence of systematic and rigorous research or inquiry based on a reflective, critical, and cyclical focus on student learning. This is grounded upon a developing methodology, or pedagogical design development, in pursuit of gaining knowledge and expertise in the disciplines of teaching with the aim of making impact, building upon findings, and sharing results within the Interdisciplinary Area, Institute and wider educational community through presentations at conferences, through Center for Teaching and Learning, or various forms of publication and dissemination.

**and**

**5. Evidence of engagement with opportunities for service on behalf of the Institute.** A successful applicant for promotion tenure-track reappointment will have become involved in



service on academic committees (Interdisciplinary Area or the institute level) and/or involvement in Institute activities (searches and/or any assistance with the Interdisciplinary Area or Institute projects, programs and events). *Public service and public outreach can supplement, but not replace, service on behalf of the Institute.*

## ***II. Criteria for Promotion from Assistant to Associate Professor (Full-Time of Tenure-Track Status):***

The applicant for reappointment must demonstrate continued excellence in teaching, service, and professional work since the original or previous appointment. The applicant should display leadership, continue to make significant contributions to the Interdisciplinary Area, and fulfill the substantial service role expected of full-time faculty. This may include institutional service. Application materials should emphasize accomplishments in teaching, service, and professional engagement since the previous review for appointment or reappointment.

### **1. Possession of a graduate degree or equivalent professional experience.**

**and**

**2. Demonstration of superior quality teaching.** A successful applicant for tenure-track reappointment will have a record of superior quality teaching. Applications for reappointment must include student evaluations for all courses taught over the preceding two years, an approach to Interdisciplinary Pedagogy in tandem with Teaching Evidence, as well as evidence of evolutions of teaching practices and curriculum.

**and**

### **3. Evidence of progress toward envisioning and developing professional competence.**

Examples include but are not limited to: Exhibitions, written materials by, or about, the applicant, performances, screenings, design activity, studio activity, awards, grants, commissions, professional presentations, advanced study, and other evidence of creative and/or scholarly interdisciplinary work.

**and**

**4. Research and Engagement in Pedagogy-focused Inquiries.** Evidence of systematic and rigorous research or inquiry based on a reflective, critical, and cyclical focus on student learning. This is grounded upon a developing methodology, or pedagogical design development, in pursuit of gaining knowledge and expertise in the disciplines of teaching with the aim of making

impact, building upon findings, and sharing results within the Interdisciplinary Area, Institute and wider educational community through presentations at conferences, through Center for Teaching and Learning or various forms of publication and dissemination.

**and**

**5. Evidence of engagement with opportunities for service on behalf of the Institute.** A successful applicant for promotion tenure-track reappointment will have become involved in service on academic committees (Interdisciplinary Area or the institute level) and/or involvement in Institute activities (searches and/or any assistance with the Interdisciplinary Area or Institute projects, programs, and events). *Public service and public outreach can supplement, but not replace, service on behalf of the Institute.*

### ***III. Criteria for Promotion from Associate to Full Professor (Full-Time of Tenure-Track Status):***

The applicant for reappointment must demonstrate continued excellence in teaching, service, and professional work since the original or previous appointment. The applicant should display leadership, continue to make significant contributions to the Interdisciplinary Area, and fulfill the substantial service role expected of full-time faculty. This may include institutional service. Application materials should emphasize accomplishments in teaching, service, and professional engagement since the previous review for appointment or reappointment.

#### **1. Possession of a graduate degree or equivalent professional experience.**

**and**

**2. Demonstration of superior quality teaching.** A successful applicant for tenure-track reappointment will have a record of superior quality teaching. Applications for reappointment must include student evaluations for all courses taught over the preceding two years, an approach to Interdisciplinary Pedagogy in tandem with Teaching Evidence, as well as evidence of evolutions of teaching practices and curriculum.

**and**

**3. Evidence of progress toward envisioning and developing professional competence.**

Examples include but are not limited to: Exhibitions, written materials by or about the applicant, performances, screenings, design activity, studio activity, awards, grants, commissions, professional presentations, advanced study, and other evidence of creative and/or scholarly Interdisciplinary work.

**And**

**4. Research and Engagement in Pedagogy-focused Inquiries:** Evidence of systematic and rigorous research or inquiry based on a reflective, critical, and cyclical focus on student learning. This is grounded upon a developing methodology, or pedagogical design development, in pursuit of gaining knowledge and expertise in the disciplines of teaching with the aim of making impact, building upon findings, and sharing results within the Interdisciplinary Area, Institute and wider educational community through presentations at conferences, through Center for Teaching and Learning or various forms of publication and dissemination.

**and**

**5. Evidence of engagement with opportunities for service on behalf of the Institute.** A successful applicant for promotion tenure-track reappointment will have become involved in service on academic committees (Interdisciplinary Area or the Institute level) and/or involvement in Institute activities (searches and/or any assistance with the Interdisciplinary Area or Institute projects, programs and events). *Public service and public outreach can supplement, but not replace, service on behalf of the Institute.*

***IV. Criteria for Change in Status from Tenure-Track (Non-Tenured) to Tenured (must be filed IN or BEFORE the seventh year of Full-Time employment):***

**1. Achievement of Associate Professor rank (or concurrent application for promotion to Associate Professor rank).**

**and**

**2. Demonstration of a consistent commitment to working alongside colleagues to**

**identify and meet the Interdisciplinary Area's mission and needs.** Applicants should have a record of outstanding teaching, a history of noteworthy service to the Interdisciplinary Area and Institute, and a distinguished level of professional commitment and accomplishment.

and

**3. Provision of evidence which suggests that the applicant possesses the capability and drive to potentially meet the criteria for promotion to Tenured Professor.** The applicant's leadership in the Interdisciplinary Area should include curricular innovation and contribution to PIC curricular development. The application should demonstrate a commitment to excellence that will continue throughout their academic career.

and

**4. A record of service at all levels on behalf of the Institute.** A successful applicant for promotion to Tenured Professor will have a record of service on academic committees.

(Interdisciplinary Area and Institute level) and involvement in Institute activities (searches and/or any assistance with the Interdisciplinary Area or Institute projects, programs and events). *Public service and public outreach can supplement, but not replace, service on behalf of the Institute.*

and

**5. Inclusion of at least three professional letters of recommendation, by qualified peers which attest to aspects of points 2 and 3 above.** Confidential letters are required from at least three individuals outside the Institute who can speak to the applicant's contributions to their area(s) of expertise. The candidate will provide a list to the Peer Review Committee by September 1. The PRC, Area Administrator, and the Provost will choose and augment this list, and then contact three external evaluators who will have access to the applicant's materials.

## Appendix 4, Standards of Evaluation for Part-Time Positions

Standards of Eligibility, Fitness and Evaluation for Part-time Faculty (Criteria for promotion, change of status, reappointment, and tenure).

## **Criteria and Standards of Evaluation for Promotion and Change of Status: PART-TIME applicants**

The PRC interprets the general criteria of merit listed here, acting with sensitivity to the mission of the Interdisciplinary Area, and the Institute, as its recommendations will be considered at all levels. The following revised statement of policy is being made publicly available for discussion and use in making decisions regarding promotion and status within the PART-TIME ranks.

Simultaneous applications for Promotion and Status Change are permitted.

Part-time faculty whose home area is the Interdisciplinary Area can apply for the following steps in promotion and change of status:

- [1. Promotion from Instructor to Assistant Professor \(Part-Time\)](#)
- [2. Promotion from Assistant to Associate Professor \(Part-Time\)](#)
- [3. Promotion from Associate to Full Professor \(Part-Time\)](#)
- [4. Change in Status from Visiting to Adjunct](#)
- [5. Conferral of CCE \(Certificate of Continued Employment\)](#)

### ***1. Criteria for Promotion from Instructor to Assistant Professor (Part-Time)***

**1. A graduate degree, or equivalent professional distinction, appropriate to the mission of the Interdisciplinary Area.**

**and**

**2. Demonstration of superior quality teaching.** A successful applicant for Assistant Professor will be expected to have at least three years of superior quality teaching at the Instructor level, supported by the Teaching Evidence in the Application Materials. Professional development in teaching, breadth of teaching, and teaching innovation will also be considered. Applications for this promotion must include student evaluations for all courses taught over the preceding two years. It must be demonstrated that teaching skills and knowledge of course(s) taught are thorough, and are appropriate to current and long-range needs of the Interdisciplinary Area. The applicant should demonstrate willingness to fulfill the increased commitment in teaching and

service that the promotion to Assistant Professor appointment may carry.

**and**

**3. Evidence of engagement with opportunities for service on behalf of the Institute.**

A successful applicant for Assistant Professor (Visiting or Adjunct Status) will have become involved in service on academic committees (Interdisciplinary Area or Institute level) and/or involvement in Institute activities (searches and/or any assistance with the Interdisciplinary Area or Institute projects, programs and events). *Public service and public outreach can supplement, but not replace, service on behalf of the Institute.*

***II. Criteria for Promotion from Assistant to Associate Professor (Part-Time)***

**1. A graduate degree, or equivalent professional distinction, appropriate to the mission of the Interdisciplinary Area.**

**and**

**2. Demonstration of superior quality teaching.** A successful applicant for promotion to Associate Professor will normally be expected to have three years of superior quality teaching at the Assistant Professor rank. Applications for this promotion must include a document that demonstrates the evidence of teaching performance. The evidence of teaching performance should include well-documented student work that aligns with all the stated outcomes from the applicant's course appointments. The document should have a clear and effective presentation of curricular concepts and outcomes. The application should include student evaluations for all courses taught over the preceding two years. Along with evidence of quality teaching, participation in intercollegial dialogue and content of student evaluations will also be considerations for promotion. Curricular innovation and contribution to the Interdisciplinary Area's curricular dialogue will be considered.

**and**

**3. A record of service on behalf of the Institute and/or the Interdisciplinary Area.** A successful applicant for promotion to Associate Professor will have a record of service to the Interdisciplinary Area's service through, but not limited to: presentations, class exhibitions,

student advisement, Interdisciplinary Area committees, Interdisciplinary Area searches, participation in faculty meetings, participation in curricular development, and/or any assistance with Interdisciplinary Area projects, programs, and events. Institutional service such as contributions to the Admissions Process, Academic Senate, Open House, Family Weekend, Institute search committees and other Institute level committees, UFCT Committee or Assembly, and other assistance with projects, programs, and events in the life of the Institute and its students should be included with the application. Other forms of service to the larger community may also be considered.

**and**

**4. Evidence of continued progress toward envisioning and developing professional competence while serving at the Associate Professor rank.**

Professional accomplishments include *but are not limited to* exhibitions, written materials by or about the applicant, performances, screenings, design activity, studio activity, awards, grants, residencies, commissions, professional presentations, advanced study, and other evidence of creative and/or scholarly interdisciplinary work.

and/**or**

**5. Research and Engagement in Pedagogy-focused Inquiry** includes but is not limited to: documentation of systematic and rigorous research or inquiry based on a reflective, critical, and cyclical focus on student learning. This is grounded upon a developing methodology, or pedagogical design development, in pursuit of gaining knowledge and expertise in interdisciplinary pedagogical approaches with the aim of making impact, building upon findings, and sharing results within the Interdisciplinary Area, institute, and wider educational community through presentations at conferences, through Center for Teaching and Learning or various forms of publication and dissemination.

Please see [Appendix 5](#) for specific application materials.

*III. Criteria for Promotion from Associate to Full Professor  
(Part-Time)*

**1. A graduate degree, or equivalent professional distinction, appropriate to the mission of the Interdisciplinary Area.**

and

**2. Demonstration of superior quality teaching.** A successful applicant for promotion to Full Professor will normally be expected to have at least three years of superior quality teaching at the Associate Professor rank as established by the Teaching Evidence in the Application Materials. Applications for this promotion must include student evaluations for all courses taught over the preceding two years. Documentation about continued professional development in teaching, breadth of teaching, and introduction of novel courses will also be considered. It must be demonstrated that teaching skills and knowledge of course(s) taught are thorough, and are appropriate to current and long-range Interdisciplinary Area needs. The applicant should demonstrate willingness to fulfill the increased commitment in teaching and service that the promotion to Full Professor appointment may carry.

and

**3. Evidence of continued progress toward envisioning and developing professional competence while serving at the Associate Professor rank.**

Examples include but are not limited to: Exhibitions, written materials by or about the applicant, performances, screenings, design activity, studio activity, awards, grants, commissions, professional presentations, advanced study, and other evidence of interdisciplinary creative and/or scholarly work.

and/or

**Research and Engagement in Pedagogy-focused Inquiries:** Evidence of systematic and rigorous research or inquiry based on a reflective, critical, and cyclical focus on student learning. This is grounded upon a developing methodology, or pedagogical design development, in pursuit of gaining knowledge and expertise in the disciplines of teaching with the aim of making impact, building upon findings, and sharing results within the Interdisciplinary Area, Institute and wider educational community through presentations at conferences, through Center for Teaching and Learning, or various forms of publication and dissemination.

and

**4. A record of service on behalf of the Institute.** A successful applicant for promotion to Part-time (Full) Professor will have a record of service on academic committees (Interdisciplinary Area or Institute level) and/or involvement in Institute activities (searches and/or any assistance with the Interdisciplinary Area or Institute projects, programs and



events). *Public service and public outreach can supplement, but not replace, service on behalf of the Institute.*

Please see [Appendix 6](#) for specific application materials.

#### *IV. Criteria for Change in Status from Visiting to Adjunct*

**1. A graduate degree, or equivalent professional distinction, appropriate to the mission of the Interdisciplinary Area.**

**and**

**2. Demonstration of superior quality teaching.** A successful applicant for Adjunct Status will normally be expected to have at least three years of superior quality teaching as a Visitor, as established by the Teaching Evidence. Applications for this status change must include student evaluations for all courses taught over the preceding two years. It must be demonstrated that teaching skills and knowledge of course(s) taught are thorough, and are appropriate to the current and long-range Interdisciplinary Area mission. The applicant should demonstrate willingness to fulfill the increased commitment in teaching that the Adjunct appointment may carry.

**and**

**3. A record of service on behalf of the Institute.** The applicant should demonstrate willingness to fulfill the increased commitment in service that the Adjunct appointment may carry.

**and either**

**4. Professional Accomplishments:** Evidence of professional accomplishment includes exhibitions, written materials by or about the applicant, performances, screenings, design activity, studio activity, awards, grants, commissions, professional presentations, advanced study, and other evidence of interdisciplinary creative and/or scholarly work.

**or**

**Research and Engagement in Pedagogy-focused Inquiries:** Evidence of systematic and rigorous research or inquiry based on a reflective, critical, and cyclical focus on student learning. This is grounded upon a developing methodology, or pedagogical design development, in

pursuit of gaining knowledge and expertise in the disciplines of teaching with the aim of making impact, building upon findings, and sharing results within the Interdisciplinary Area, Institute and wider educational community through presentations at conferences, through Center for Teaching and Learning or various forms of publication and dissemination.

See [Appendix 5](#) for specific application materials.

## *V. Criteria for Conferral of CCE*

**1. Nine semesters teaching at the adjunct level (years as a visitor do not apply).** This Institute-wide requirement is in accordance with the guidelines in the [Pratt Faculty Handbook](#) that was ratified by the Academic Senate in 2020. Adjuncts may apply at the beginning of their fifth year.

**and**

**2. Demonstration of superior quality teaching.** Applications for this status change must include student evaluations for all courses taught over the preceding two years. It must be demonstrated that teaching skills and knowledge of course(s) taught are thorough, and are appropriate to the current and long-range Interdisciplinary Area mission. The applicant should demonstrate willingness to fulfill the increased commitment in teaching that the Adjunct with CCE appointment may carry.

**and**

**3. A record of service on behalf of the Institute.** Applicants for CCE should have a record of curricular innovation and contribution to the Interdisciplinary Area curricular dialogue. Interdisciplinary Area and Institutional service may be considered as well.

**and either**

**4. Professional Accomplishments:** Evidence of professional accomplishment includes exhibitions, written materials by or about the applicant, performances, screenings, design activity, studio activity, awards, grants, commissions, professional presentations, advanced study, and other evidence of interdisciplinary creative and/or scholarly work.

**or**

**Research and Engagement in Pedagogy-focused Inquiries:** Evidence of systematic and rigorous research or inquiry based on a reflective, critical, and cyclical focus on student learning. This is grounded upon a developing methodology or pedagogical design development in pursuit of gaining knowledge and expertise in the disciplines of teaching with the aim of making impact, building upon findings, and sharing results within the Interdisciplinary Area, Institute and wider educational community through presentations at conferences, through Center for Teaching and Learning or various forms of publication and dissemination.

**and**

**5. Inclusion of at least three professional letters of recommendation, by qualified peers which attest to aspects of points 2 and 3 above.** Confidential letters are required from at least three individuals outside the Institute who can speak to the applicant's contributions to their area(s) of expertise. The candidate will provide a list to the Peer Review Committee by September 1. The PRC, Area Administrator and the Provost will choose and augment this list, and then contact three external evaluators who will have access to the applicant's materials.

See [Appendix 5](#) for specific application materials.

## Appendix 5, How to Compile an Application for Promotion

Each applicant is expected to provide clear evidence that they have met the Standards (if you are tenure track, see [Appendix 3](#), **If you are part time, see [Appendix 4](#)**) for the requested promotion and/or change in rank. The PRC committee asks that the applicant assumes all responsibility for bringing to light their own accomplishments and qualifications.

The committee would like you to express your intent and share your creative practice and student work samples in a method that feels most expansive and honest to you. We recognize that the Interdisciplinary Area thrives on diversity and we would like to create a process for promotion that reflects this as much as possible. You are invited to submit your materials in essay, presentation, or video format. If there is another format that you prefer, we encourage you to contact the committee and discuss this with us. These options are here to facilitate options for the applicant to engage with this process in a way that feels authentic to their creative practice. Please contact the PRC Chair if you have any questions regarding these options.

The following guidelines apply to both part- and full-time applicants for all actions, with notes on specific requirements.

*A complete application to the PRC must include the following materials uploaded through Interfolio:*

★ **Letter of Application:** A letter addressed to the Interdisciplinary Area's Peer Review Committee which should clearly state the desired faculty action (promotion, change of status, reappointment and/or tenure), as well as speak to the applicant's role, experience, and achievements at Pratt Institute **as they explicitly align with the relevant ARPT standards**. Additionally, your letter should clearly and succinctly explain your approach to teaching.

★ **CV/Resume:** A complete, up-to-date record of the applicant's educational, employment, professional and service record (highlighting interdisciplinary engagement).

★ **Evidence of Teaching Performance:** Applicants are required to include: 1) a list of courses taught at Pratt over the past two years; and 2) syllabi for each of these courses. If a PIC has been taught multiple times, please submit the most recent iteration of the syllabus.

Many types of evidence could be relevant for the categories of Teaching Performance and Service. And though there are specific required components that must be present in the evidence of Teaching Performance, this category can also be quite accommodating of *additional* materials. It is up to the faculty applicant to categorize and contextualize all materials in a manner that best aligns to the relevant criteria for ARPT action.

Here is a suggested structure for applications for a Change in **Rank (Instructor to Assistant Professor, Assistant Professor to Associate Professor, Associate to Full Professor)**:

**As Evidence for Teaching Performance, submit one PDF providing annotated examples of your practice of teaching and learning. *Suggested* content is as follows. You are invited to utilize this format, or convey the arc of your pedagogy in a format that feels more suitable to your practice.**

**>> TWO FINAL PROJECT EXAMPLES:**

(This can be two examples of responses to the same class final project.)

**FINAL PROJECT EXAMPLE 1:**

Assignment description as communicated to students  
+ student's response

- + explanation on how the student's work shows evidence of targeted PIC outcomes
- + rationale for your approach to creating this assignment

#### FINAL PROJECT EXAMPLE 2:

Assignment description as communicated to students

- + student's response
- + explanation on how the student's work shows evidence of targeted PIC outcomes
- + rationale for your approach to creating this assignment (if different from above)
- + any notable differences between the two examples

### **>>TWO EXAMPLES SHOWING INTERMITTENT LEARNING STEPS (I.E., NOT FINAL PROJECT):**

(This can be two different responses to the same class project.)

#### EXAMPLE 1:

Assignment description as communicated to students

- + student's response
- + explanation of how the assignment shows evidence of 2 (or more) specific PIC outcomes
- + rationale for positioning this assignment at this particular junction of the semester and as part of the course's overall trajectory (and relation to the Final Project)

#### EXAMPLE 2:

Assignment description as communicated to students

- + student's response
- + explanation of how the assignment shows evidence of 2 (or more) specific PIC outcomes
- + rationale for positioning this assignment at this particular junction of the semester and as part of the course's overall trajectory (and relation to the Final Project)

### **>>ONE EXAMPLE OF ONE STUDENT'S LEARNING ARC:**

Examples of work/iterations by ONE STUDENT:

Assignment 1 description as communicated to student  
+ student's response  
+ assignment 2 description as communicated to student  
+ student's response  
+ narration of what has developed between the examples & how specific pedagogical interventions by you (e.g.: an in-class demonstration, a focused lecture, individual critique and feedback, etc.) facilitated the student's learning & why and how you think your guidance and interventions led to the student's learning

★ **Evidence of “Professional Practice and Creative Accomplishments” and “Research and Engagement in Pedagogy-focused Inquiries”**

Professional Practice and Creative Accomplishments: Evidence of professional practice and accomplishment includes exhibitions, written materials by or about the applicant, performances, screenings, design activity, studio activity, awards, grants, commissions, professional presentations, advanced study, and other evidence of interdisciplinary creative and scholarly work. Work in process is encouraged and appreciated.

Research and Engagement in Pedagogy-focused Inquiries: Evidence of inquiry based on a reflective, critical and cyclical focus on student learning. This is grounded upon a developing methodology or pedagogical design development in pursuit of gaining knowledge and expertise in the disciplines of teaching with the aim of participating in and learning from a public discourse, building upon findings, and sharing results within the Interdisciplinary Area, Institute and wider educational community through presentations at conferences, through Center for Teaching and Learning or various forms of publication and dissemination.

**In addition for *Full-Time Tenure and Adjunct Status with CCE* :**

- ★ Submit a list of five names from which three external evaluators will be chosen by the PRC in collaboration with the Academic Administrator to evaluate the application.
- ★ Expanded Letter of Application that includes documentation of service to the Interdisciplinary Area and/or Institute

## Appendix 6, How to Submit an Application

### How to submit your application

After you notify the PRC Chair of your intent to submit an application, the PRC Chair will email you an invitation to your case on Interfolio. Every faculty member has an Interfolio account as part of their “OneKey” access for the purpose of submitting your application.

Note: Pratt has contracted Interfolio to provide technical support for faculty applicants, and many pathways for assistance are available within Interfolio itself. The PRC strongly encourages the applicant to reach out to Interfolio for assistance, if needed. A link to their technical support is prominent within the Interfolio interface.

### Application Deadlines

Application deadlines are based on the Institute’s calendar and will be made known to all PIC faculty whose home area is the Interdisciplinary Area as early as possible at the beginning of the academic year.

For AY2024-2025, there will be two deadlines announced at the beginning of the Fall semester:

- **A deadline in mid-September** to notify the PRC Chair of your intent to apply for Faculty Action
- **A deadline in October** to complete the application via the Interfolio interface.

### Questions

Please feel free to consult the current members of the PRC with any questions about the faculty action process.

## Appendix 7, How to Use Interfolio

### How to submit Applications via Interfolio

Your Interfolio Dossier is a free account set up for you through your Pratt email. Your

account is private to you, accessible at any time, and allows you to gather, organize, and prepare materials for when you apply for a Faculty Action (reappointment, promotion, change of status, or tenure).

#### To access your Dossier:

1. Go to [www.interfolio.com](http://www.interfolio.com)
2. Do not make a new account or sign in with your email the first time you access your account. Instead, sign in by searching for Pratt Institute as a partner institution.
3. Enter your OneKey credentials.
4. Go to Dossier. There's a Dossier Quick Start Guide at the bottom of the page.

#### Viewing Your "Case"

Select "View Case" in the email from the PRC Chair.

You will be taken to your account home page.

Please be aware that Interfolio uses the term "Review, Promotion & Tenure," but at Pratt we refer to it as the Faculty Actions process. Faculty Actions include reappointments, promotions, changes in status, tenure, faculty emeritus, and sabbatical applications.

#### About the "Append and Affix" Process:

As your case moves through the Faculty Actions process, you will have the opportunity to append and affix at each administrative level, in accordance with Article 16 of the Collective Bargaining Agreement (CBA).

Therefore, as your Academic Administrator and Provost issue and share their letters about your application, you will have the opportunity to append and affix any response. Information on procedures to append and/or affix your application will be communicated with the shared letters.

#### Need Help?

For questions related to Interfolio's Review Promotion & Tenure or Dossier, Interfolio provides a library of help articles on its website, [www.interfolio.com](http://www.interfolio.com) -- including:

- Quick Reference Guide to Dossier Institution
- Best Practices and Resources (Video)
- Candidate's Guide to Interfolio Review Promotion & Tenure



- For Review, Promotion, and Tenure Candidates
- Manage Your Dossier Materials
- Dossier Help Articles
- Use Guidelines to Prepare for Reviews
- Help for Sharing and Receiving Feedback on Dossier Materials

Interfolio's Scholar Services Team also provides comprehensive, one-on-one help. Email them at [help@interfolio.com](mailto:help@interfolio.com) or 877.997.8807 (9 AM–6 PM Eastern Time, M–F) if you have any technical issues with the tool or software while working on your application. The Scholar Services Team is best equipped to help with issues related to uploading docs, image size, formatting problems, etc.

If you have questions regarding criteria, process for review, timeline, etc., contact the PRC Chair.