

Pratt

Faculty Handbook

2020

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ACADEMIC SENATE

senate@pratt.edu; 718.636.3625

OFFICE OF THE PROVOST

provaa@pratt.edu; 718.636.3744

PRATT INSTITUTE

200 Willoughby Avenue
Brooklyn, NY 11205
718.636.3600

PRATT MANHATTAN

144 West 14th Street
New York, NY 10011
212.647.7775

Frances Bronet, President

Kirk E. Pillow, Provost

Bruce Gitlin, Chair of the Board of the Trustees

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Foreword

This Faculty Handbook (hereafter referred to as “Handbook” or “FHB”) is intended to provide faculty members of Pratt Institute with policies and information governing academic life, faculty governance, and faculty rights and responsibilities. It also provides information for faculty on the Institute's mission, history, and administrative structure.

The Handbook includes principles, policies, and procedures which are subject to review and revision independent of the FHB review process. Corresponding links are provided to the primary source. Please refer to the primary source for the most up-to-date version. This Handbook reflects Institute policy at the date of publication and is subject to change. Pratt Institute is dedicated to implementing and promoting principles of shared governance and ethical and professional conduct. We value inclusion, participation, democratic processes, transparency, accountability, communication, discussion, and respect. As a component of shared governance at Pratt, this Handbook reflects norms and practices that prevail except in rare instances and for compelling reasons which will be documented in detail.

This Handbook does not confer any contractual right nor does it guarantee any fixed term or condition of employment. Many of the personnel policies for the faculty are addressed by the [Collective Bargaining Agreement](#) between the Pratt Institute administration and the United Federation of College Teachers (hereafter referred to as “CBA”).

This Handbook is not intended to replace or otherwise contravene any provision or any requirement of the current CBA. Thus Pratt faculty should consult the CBA on specific issues pertaining to personnel, benefits, workload, and any or all conditions of employment.

This Handbook will be reviewed following ratification of each CBA or as need arises.

[Note: Supplemental materials, including the Pratt Institute organizational chart, are added following approval of this Handbook.]

1. Pratt Institute Organization and Governance

Mission

The [mission](#) of Pratt Institute is to educate artists and creative professionals to be responsible contributors to society. Pratt seeks to instill in all graduates aesthetic judgment, professional knowledge, collaborative skills and technical expertise. With a firm grounding in the liberal arts and sciences, a Pratt education blends theory with creative application in preparing graduates to become leaders in their professions. Pratt enrolls a diverse group of highly talented and dedicated students, challenging them to achieve their full potential.

History and General Organization

Since 1887, Pratt Institute has provided innovative leadership in education in a broad range of artistic and technical fields. It has achieved international recognition as one of a small number of leading schools of art, design, architecture, and information and library science in the nation, dedicated to combining theory and practice within the framework of a strong foundation in the liberal arts and sciences.

Pratt counts among its distinguished faculty and alumni hundreds of leading artists, designers, architects, librarians, and teachers and authors in information science and liberal arts and sciences, linking the Institute's academic programs with many of the most professionals and practitioners in the world. Each year thousands of talented students from every state in the United States and dozens of foreign countries come to Pratt to take part in its extraordinary academic and artistic life. Graduates go on to extraordinary careers in business, industry, government, media and professions in architecture, urban planning, art and design.

Pratt's 25 acre park-like Brooklyn campus and its Manhattan site are conveniently located in the heart of New York City, an international hub of design and the fine arts. Pratt is within easy reach of major national museums and libraries and is the gateway to the professional world of art, design and architecture. Talented and accomplished faculty members, active in their fields, and a superbly talented student body unite to produce an atmosphere rich in possibilities. Classroom, studio and field experience are combined with a high degree of personal attention and strong links to networks in the professional world. These resources create an unparalleled opportunity for students to reach their personal and professional goals.

Accreditation

Pratt Institute is a coeducational undergraduate and graduate institution chartered and empowered to confer academic degrees by the State of New York. The certificates and degrees conferred are registered by the New York State Education Department. [Accreditation statement.](#)

Pratt is accredited by the Middle States Association of Colleges and Schools.

Pratt is a charter member of the National Association of Schools of Art and Design (NASAD) and all programs in the School of Design and in the School of Art are accredited by NASAD, with the exception of the M.S. program in Dance Therapy and the M.P.S. programs in Arts and Cultural Management and Design Management.

The School of Architecture's B.ARCH. and M.ARCH. in Architecture programs are accredited by the National Architectural Accrediting Board (NAAB). The M.S. in Facilities Management program is accredited by the FM Accreditation Commission of the International Facilities Management Association (IFMA) and the M.S. in City and Regional Planning program is accredited by the Planning Accreditation Board.

The School of Design's B.F.A. in Interior Design program is accredited by the Council for Interior Design Accreditation (CIDA).

The M.S. in Library and Information Science is accredited by the Committee on Accreditation of the American Library Association.

The School of Art's M.P.S. in Art Therapy program is approved by the Education Approval Board of the American Art Therapy Association (AATA) and the M.S. in Dance/Movement Therapy program is approved by the American Dance Therapy Association (ADTA). Programs in Art and Design Education (B.F.A, B.F.A/M.S., M.S., AdvCert) are accredited by the Council for the Accreditation of Educator Preparation (CAEP).

Board of Trustees

The [Board of Trustees](#) is the legal governing body of Pratt Institute, responsible for ensuring the financial health and future growth of the Institute, and instrumental in fundraising and maintaining contacts with people, institutions and resources. As the chartered legal entity for Pratt, the Board is the final institutional authority and grants all degrees awarded by the Institute, upon recommendation of the faculty. The Board assures administrative competence, effectiveness, stability and continuity by working closely with the president, who oversees the other officers of the institution. The Board also has responsibility for education policies and academic goals and has the final approval of all programs, curricula and courses. Both trustees and officers recognize the responsibility and authority of the faculty in developing, implementing, and monitoring the quality of Institute programs, curricula and courses.

Administrative Structure

President

The [president](#) is appointed by the Board of Trustees. As the chief executive officer of the institution, the president has overall responsibility for Institute leadership. The president supervises and directs the affairs of the Institute, assuring that the standards and procedures used by the institution conform to the policies established by the board of trustees and to the standards of sound academic practice. The president shares responsibility for the definition and attainment of goals. The president is responsible for: maintenance of existing institutional resources, creation of new resources, being the chief spokesperson and representative of Pratt Institute, and working for wider public understanding and recognition of the college. In all these areas, the responsibilities of the president are to plan, organize, direct, and represent.

Reporting to the president are the provost, and the vice presidents for Finance and Administration; Enrollment; Student Affairs; Institutional Advancement; Communications and Marketing; Information Technology; and Diversity, Equity and Inclusion.

Officers Reporting to the President

Provost

The [provost](#) is appointed by the president, subject to Board approval with the advice of and in consultation with the faculty and other appropriate groups. The provost is the officer in charge of the Institute and administering the campus when the president is absent or not available. The provost is the chief academic officer of the Institute and, as such, has responsibility for the academic programs of Pratt Institute. The provost is directly responsible to the president for planning, integrating, coordinating, and implementing all educational programs, including accreditation, instruction and faculty development to accomplish the aims of the Institute, and is also responsible for day-to-day management of its academic operations including faculty contractual agreements, public programs, and campus exhibitions. In addition to the deans of the six schools and the director of Libraries, the following administrators report to the provost: vice provost for academic affairs, associate provost for research and strategic partnerships, director of academic budget and operations, director of exhibitions, director of institutional research, and director of public programs.

Vice President for Finance and Administration

The [vice president for Finance and Administration](#) provides oversight for financial and administrative services including budget monitoring and control of campus facilities; the vice president also interacts frequently with the Board of Trustees Finance, Buildings & Grounds, and Investment Committees. Reporting to the vice president for Finance and Administration are

the controller, executive director of Student Financial Services, director of Human Resources, Food Service, director of Public Safety, the executive director of Facilities and the director of Legal Affairs.

Vice President for Enrollment

The vice president for Enrollment, working with the various deans and chairs, is responsible for recruiting and admitting students to the Institute as well as retaining current students. In addition, the vice president for Enrollment guides the Institute on setting and achieving institutional strategic enrollment goals and financial aid programs. Reporting to the vice president for Enrollment are the assistant vice president for Enrollment, directors of Graduate Admissions, Transfer Admissions, Enrollment Research Reporting and Analysis, Events and Diversity Recruitment, and Admissions Operations and Technology.

Vice President for Student Affairs

Under the direction of the vice president for Student Affairs, the [Student Affairs Division](#) provides programs and services that promote student personal and professional development; fosters a campus environment that is conducive to student learning; and advocates for and supports students as they meet the challenges of the Pratt experience. This division includes the office of the vice president and the departments of Athletics, Recreation, and Intramurals; Campus Ministry; Career and Professional Development; Learning/Access Center; ; International Affairs; Health Services, Counseling Services; Residential Life and Housing; Student Conduct; Student Involvement; and Title IX. This office also adjudicates human rights complaints, offers a variety of ombudsperson services, and coordinates the annual Family Weekend.

Vice President for Institutional Advancement

The vice president for Institutional Advancement is responsible for designing and implementing a comprehensive institutional advancement program focused on significantly increasing constituent engagement and fund-raising outcomes. This office oversees the departments of Development and Alumni Relations.

Vice President for Communications And Marketing

The [Office of Communications and Marketing](#), under the leadership of the vice president for Communications and Marketing, is responsible for leading, supporting, and building Pratt Institute's reputation and brand, in collaboration with the Pratt community and senior leadership, through clear promotion of the Institute's messaging, stories, events, fundraising, recruitment, and initiatives, through public media, advertising, designed print and digital marketing materials, web and social media communication channels. The vice president develops annually a broad communication plan for the Institute, as well as for presidential and strategic priorities.

Vice President for Information Technology and CIO

The [IT division](#) under the vice president of IT & CIO (Chief Information Officer) is responsible for providing technology leadership, vision, planning, security, management, and budgeting for the Institute. The vice president oversees the following departments: Academic Computing, Enterprise Systems, Interactive Services, and the Interdisciplinary Technology Lab. The division also supports faculty in the use of technology in the classroom as well as through the use of digital tools such as the Learning Management System (LMS), ePortfolios, and Pratt Commons.

Vice President for Diversity, Equity, And Inclusion

The vice president for [Diversity, Equity, and Inclusion](#) collaborates with institutional leadership and external stakeholders to implement Pratt's Diversity Strategic Plan for students, faculty, staff, alumni, and community partners. Reporting to the vice president for Diversity, Equity, and Inclusion are the Office of Diversity, Equity, and Inclusion; the Center for Equity and Inclusion; Black Lives Matter; and the Diversity, Equity, and Inclusion Council.

Academic Administration: Deans

The academic units of the Institute are the [School of Architecture](#), [School of Art](#), [School of Design](#), [School of Information](#), [School of Liberal Arts and Sciences](#), [School of Continuing and Professional Studies](#), and the [Libraries](#). All of the schools are headed by deans who report to the provost and are responsible for the development and operation of the educational programs in their respective units. The director of libraries reports to the provost and is responsible for the development and operation of all Institute library collections, staffing, policies and multimedia services as an instructional resource.

Appointment of Deans

The provost appoints the deans of the respective schools, in consultation with the president, after receiving recommendations from an Institute-wide search committee (the majority of which is constituted of faculty of the school in question), the school's chairs, the Academic Senate, and input from the respective school and campus constituencies. The Academic Senate's role is specified in [Senate Bylaws](#) and [Standing Rules](#).

Duties of the Deans of the Schools

The duties of the deans include but are not limited to the following:

- providing leadership for the academic, administrative, and budgetary operations of the school; consulting frequently with the school's faculty and chairs; keeping the provost and faculty informed about changes and ongoing activities of the school;
- planning, implementing and evaluating the educational and fiscal programs of the school in cooperation with the chairs of departments;
- recommending to the provost candidates for faculty appointment, retention, dismissal, promotion, tenure, sabbatical, and leaves-of-absence; and providing general support for

faculty, informing them of deadlines, procedures and opportunities for professional development;

- reviewing performance of department chairs, tenured, and non-tenured faculty on a regular basis;
- developing, with the academic departments, undergraduate and graduate curricula, internships, field experiences, independent studies, study abroad opportunities, honors programs, in-service programs, inter-institutional programs, and, as appropriate, other programs and activities related to the broad educational mission of the school;
- supervising implementation of policies governing student achievement and deficiencies; providing for the academic advisement and welfare of students; and recommending students to the provost for degrees and honors;
- managing student complaints regarding school faculty and/or staff members and resolving them in accordance with Institute policies and procedures;
- acting as chief representative for their school to the provost and the other deans, by regular attendance at Provost's Council, and by service on search committees for positions within the school and administration as needed;
- participating as appropriate in community outreach and fundraising activities;
- being responsible for the academic content of all related official Institute publications and for the Institute's catalogs and curriculum committees;
- in consultation with department chairs and faculty, assisting the admissions office in recruitment of students to the school in accordance with enrollment policies and procedures.

Evaluation Of Deans

Performance evaluations of each dean should be completed each spring by the provost and then discussed with the dean.

A full review of each dean's appointment will be conducted no less frequently than at three-year intervals, with the review including consultation by the provost with department chairs, staff within the school, and school faculty. The provost will invite feedback on the deans' performance on a triennial basis, via administration of an anonymous evaluation process to the faculty above.

Academic Administration: Chairs

Chairs of departments report to the deans of their respective schools, with the exception of the chair of Foundation, who reports to the vice provost for academic affairs, and the Library chairperson, who reports to the director of the Libraries. Chairs have academic and administrative responsibility for their respective departments and for fostering creativity and effective teaching within the units they administer.

Chair Responsibilities

Department chairs provide an important role as both administrators and educational leaders at Pratt Institute. The responsibilities of the department chair may include but are not limited to:

- providing academic leadership for the department in accordance with the strategic goals of the Institute;
- holding regularly scheduled faculty meetings that allow for faculty input in departmental decisions; this includes adequate communication of issues and forums for the discussion of issues;
- developing, with faculty, department curricula and other educational programs and activities;
- guiding the program faculty/department to ensure that all curriculum-related accreditation standards are met;
- supervising the administrative staff, functions, and educational programs of the department;
- assigning faculty teaching loads, courses, and schedules in accordance with Institute policies and agreements and in consultation with faculty;
- recruiting, hiring, and supervising faculty
- reviewing and submitting recommendations on all faculty personnel actions;
- mentoring faculty and supporting their development professionally, in the classroom, and in service;
- supervising and managing their departmental budgets;
- assisting Admissions with recruitment of students;
- collaborating with Academic Advisement in advising students;
- managing and addressing student concerns regarding departmental issues in accordance with Institute policies and procedures;
- teaching (optionally) one course per semester within the departmental curriculum
- participating as appropriate in the outreach efforts of the Institute to alumni, professional organizations, businesses, and community groups;
- participating in the planning and governance of the Institute;
- carrying out special projects as requested by the dean or the Institute.

Chair Search Process

The search process for a chair will include the participation of the departmental faculty, the dean, and the provost. All members of the departmental faculty should play a central role in identifying and defining both the leadership needs of the department and the eligibility requirements for the chair. These needs will be communicated to the dean and provost for their consideration in developing the position description and search guidelines.

The search committee will include a majority of (and no fewer than three) faculty members selected by the dean from a pool chosen by and from the department faculty. That pool will be at least 50% larger than the number of departmental faculty seats anticipated on the committee and not fewer than five members total. The remaining committee members, and the committee chair, will be appointed by the dean in consultation with the departmental faculty and the

provost. The search committee recommends the chair candidates to the dean, and the dean to the provost. Final appointment will be made by the dean following a review of comments received from the members of the Pratt community, and in consultation with the search committee and provost.

Chair Appointment, Renewal, and Non-renewal

Chair appointments will be for a three-year term unless otherwise agreed upon. Chair appointments are renewable. There are no formal limits on the number of terms a chair may serve. Typically, new chairs will serve for two or three terms. All chairs will receive letters of appointment specifying the terms and conditions of their appointment.

Except in cases of gross misconduct or negligence of duty, no chair will be asked to step down prior to the conclusion of a term without undergoing a process of evaluation as outlined below. In every circumstance the chair will have the right to appeal to the provost.

Acting Chair Appointments

Acting chairs will be appointed for up to one year and may be reappointed for one additional year. Further extension of an acting appointment requires evaluation of the acting chair's performance by departmental faculty, according to the procedures below.

Chair Review and Evaluation

Deans (or equivalent supervisors) will invite feedback on department chairs' performance on an annual basis during the first three years of appointment and triennially thereafter, via administration of an anonymous evaluation process. All faculty for whom the department is their home department of record will be invited to participate. The criteria for evaluation will be based upon the chair's responsibilities as enumerated in the Faculty Handbook. The results of the review and evaluation will be determined by the dean, who will notify the chair. The collated responses will be made available to the chair who will have an opportunity to respond to, and contextualize, any and all comments before the dean makes a final recommendation to the provost.

All chairs will be evaluated by their dean according to the process outlined above one semester prior to the expiration of the chair's current administrative appointment, or whenever evaluation is deemed necessary by the dean. If it is recommended by the dean that a chair appointment not be renewed, the chair may appeal the decision to the provost and may request a meeting to discuss the evaluation results. The dean would normally be present at such a meeting.

Faculty Status of Chairs

Subject to provisions stated in the CBA, academic department chairs hold courtesy faculty titles but are not part of the faculty body as defined by and covered by the CBA.

Chairs who serve successfully at least six years in that capacity have the option of joining the full-time faculty following these years of administrative service.

Chair Participation in Policy Discussions and Decision Making

The Provost's Council includes one representative chair from the following: Foundation, School of Architecture, School of Art, School of Design, and School of Liberal Arts & Sciences. Chair representatives from School of Architecture and School of Art will serve from January to June each year, while chair representatives from School of Design and School of Liberal Arts & Sciences will serve from July to December. Each chair will be selected by their dean, and it is expected that the dean will rotate chair representatives throughout the school. The Foundation chair serves continuously. The provost retains the right to convene the Provost's Council in executive session (that is, with deans only) when necessary.

Chairs Council is a non-governing organization of chairs that meets regularly to share information. It acts as a support network and communication bridge between chairs and other structures of Pratt Institute. It does not serve as a representative body in shared governance.

In addition, the provost will meet with the chairs council as requested. The purpose of these meetings is to discuss departmental, school and Institute progress, issues, policies (including matters of governance), opportunities, and priorities.

The officers and provost's council will strive conscientiously to include chair representation and/or involvement on all appropriate committees, task forces, and special studies.

Departmental Curriculum or Other Coordinators or Directors

Chairs may appoint faculty to serve as coordinators or directors of aspects of a program's curriculum or other matters. When appointing these roles chairs shall invite nominations from and consult with the departmental faculty. Faculty serving as coordinators are not administrative staff. They do not function in a managerial capacity: hire faculty, determine rates of pay, or make any other decisions requiring the managerial authority of the chair.

Faculty Governance Structure

The charter of Pratt Institute vests the Board of Trustees with the primary responsibility for the educational and financial well being of the institution. The Board, in turn, authorizes the president and administration to direct the Institute in its many and complex operations. The Board, the president, and the administration recognize the important role of the faculty in developing, implementing, and monitoring the content and quality of Institute programs, curricula, and courses. To this end the Institute has established an academic senate composed of faculty and chair representatives elected directly by the faculty and chairs of the Institute. The academic senate is a faculty administration governance body that relates directly to the president and provost without review by any intermediary.

The Academic Senate

This general description of the Senate focuses on its structure and role in Institute governance. Detailed provisions for members, elections, committees, terms, vacancies and recall, and meetings are specified in Bylaws and Standing Rules of the Senate, available at prattsenate.org.

Functions of the Academic Senate

The Senate has two primary functions: (1) to assist in the governance of the Institute and to advise the Board of Trustees, the president, and the provost—as appropriate—in the creation of policy and/or its implementation; and (2) to speak as the primary voice of Senate constituents.

Constituents of the Academic Senate

The Senate represents three groups at Pratt Institute, from academic departments, the Library, and each academic unit that offers credit-bearing courses:

- faculty, as defined in the Faculty Handbook, excluding those who simultaneously hold administrative titles at Pratt;
- chairs, assistant chairs, and equivalent academic-administrative titles, such as directors and coordinators of academic programs (hereafter, “chairs category”);
- administrative staff who simultaneously hold faculty rank at Pratt or teach at Pratt.

Purposes and Responsibilities of the Academic Senate

The purposes and responsibilities of the Senate include but are not limited to:

- acting as an advisory body to the Board of Trustees and the administration, making direct recommendations to the president and provost without review by any intermediary;
- reviewing academic policies and procedures;
- reviewing curricula and academic programs and structures;
- reviewing course additions and changes when those additions and changes impact the requirements of existing or proposed programs;
- providing support and advice for department- and school-level curriculum committees on curriculum development and review;
- reviewing academic services;
- establishing committees on appropriate subjects;
- assisting with the formulation of the structure and procedures of search committees for deans, vice-presidents, the provost, and the president; nominating faculty and chair membership of those committees; and interviewing finalists for those positions;
- nominating, along with other Institute bodies, faculty and chair members of Board non-standing committees;
- nominating, along with other Institute bodies, faculty and chair candidates for faculty trustee positions; and
- electing faculty and chair members of Institute committees.

Members of the Academic Senate

The membership of the Academic Senate is specified in its [Bylaws](#).

Officers of the Senate

The officers of the Senate consist of the President, Financial Officer, Information Officer, and Outreach Officer. Their duties are specified in [Senate Bylaw III.C](#).

Terms of Members and Officers of the Senate

Senators serve terms of three years, with no limit on the number of terms a senator may serve. The terms of officers are three years. A person who serves two consecutive terms, or major part thereof, in one office is ineligible for that office for a period of one term. A President who has served two consecutive terms is ineligible for any office for a period of one term.

Senate Meetings

The Senate holds regular meetings monthly during the Fall and Spring semesters. Once per semester, it convenes a plenary meeting with constituents and the Institute president and provost to discuss education and governance. Regular, special, and plenary meetings of the Senate are described in its Bylaws. At any meeting of the Senate or its committees, quorum requires more than 50% of the voting members.

Standing Committees of the Senate

The standing committees of the Senate include:

- Executive Committee
- Steering Committee
- Academic Policy Committee
- Institute Curriculum Committee

The Senate may establish other standing committees, special committees, and sub-committees as necessary and specify them in Standing Rules of the Senate.

The purposes, membership, and duties of these committees are detailed in [Bylaw V](#) and [Standing Rules](#) of the Senate.

Standing Rules

In addition to Bylaws, the Academic Senate shall establish standing rules prescribing the operations of the Senate and its standing committees. The [Standing Rules](#) of the Senate, as well as of the Academic Policy Committee and the Institute Curriculum Committee, and amendments thereto, shall require joint approval by the Senate and the provost.

Compensation Policy

The Senate Compensation Policy provides for compensation to qualified Senate constituents for their service on the Senate. Compensation may be in the form of release time and/or stipends. Qualified recipients are officers of the Senate Executive Committee, non ex-officio members of the Senate Steering Committee, Chairs of Senate committees, and part-time faculty serving on Senate committees. Alternate members will not be compensated. These constituents, including non-Senators, may opt for teaching release during regular fall and spring semesters, in lieu of a stipend, in part or in whole. Compensation will be based on the following amounts, with an increase each triennial Senate term based on the full-time faculty increase as defined in the CBA effective for the academic year beginning that Senate term. Release time and/or stipend shall not exceed the amount (or appropriate prorated portion for partial terms served) specified for each of the following positions:

Senate Officers

- President – \$14,400
- Financial Officer – \$6,000
- Information Officer – \$6,000
- Outreach Officer – \$6,000

Senate Committees

- Academic Policy Committee Chair – \$4,800
- Academic Policy Committee Member – \$2,400
- Institute Curriculum Committee Chair – \$6,000
- Institute Curriculum Committee Member – \$3,000
- Steering Committee Senate Delegate – \$1,200

All other Senate committees and Senate positions as specified in [Standing Rules](#) of the Senate.

Faculty Awards

An annual honorarium shall be provided for the following designation:

- Distinguished Teacher Award recipient – \$3,600
- Research Recognition Award recipient – \$3,600

Release Time

Full-time faculty in these positions shall have the option of requesting teaching release from the provost—in consultation with the faculty's chair and dean—in lieu of receiving a stipend, in part or in whole. Release time shall be based on a rate of \$2,000 per credit of course instruction. The Senate shall transfer to the Office of the Provost, the stipend amount for that Senate position proportional to the amount of release time requested and granted. An amount equivalent to the cost of replacing that individual's teaching responsibilities during the release time shall be paid by the Office of the Provost.

Stipend Payment

Stipend payments shall be made in equal amounts each pay period during the fiscal year, beginning with the first pay period following processing of stipend forms. Compensation for partial terms shall be adjusted on an annualized three hundred sixty-five (365) day prorated basis.

Persons holding more than one compensated position within the Academic Senate (with the exception of Faculty Award recipients shall receive compensation for only the highest paid position.

Confirmation and Notice

By the eighth week of the fall and spring session and by June 15, each year, the Senate shall electronically transmit to the Office of the Provost, confirmed names elected to positions and their respective terms of office.

Deficits and Surplus in Stipends

In the event that Senate salaries encumbrances exceed Senate salaries budget, the Senate shall request relief with a written rationale to the Office of the Provost. To the extent possible, the Senate request shall be submitted before the eighth week of each regular semester. Any surplus balance in the Senate's salaries budget as a result of unfilled positions and/or unspent monies shall be returned to the Institute's general budget.

Curriculum Review Committees

Curricular proposals are reviewed at multiple levels throughout the Institute. Programs and required courses are reviewed by department- and school-level committees, and by the [Institute Curriculum Committee](#). Elective courses are reviewed by department- and school-level committees. The Institute establishes policies and procedures for curricular review through recommendation of the Academic Policy Committee and the Academic Senate, and by approval of the provost. Please refer to these policies and procedures, as well as [CBA Article III.1](#).

Departmental Committees on Appointment, Reappointment, Promotion, and Tenure

In accordance with the terms of the Collective Bargaining Agreement (Article XVI), the faculty members in each department are responsible for establishing a peer committee to:

- Develop criteria of eligibility, fitness, and evaluation of their peers;
- Establish procedures to ensure that committees follow these criteria;
- Review and recommend faculty in the first stage of the process for appointment, reappointment, promotion, and tenure.

For details please reference the CBA and FHB sections below. In addition, please see the Union repository of [standards and procedures](#) of department peer review committees

2. Policies and Procedures Relating to Full-Time Faculty

Academic Titles, Rank, and Status

See also [CBA Articles XV and XVI](#)

The following are the primary authorized academic titles for full-time faculty appointments. The title emeritus/emerita is honorific, in order to confer recognition.

- instructor
- assistant professor
- associate professor
- professor
- professor emeritus/emerita

On occasion, short-term, non-tenure-track, full-time appointments are made with titles such as Artist-in-Residence, Scholar-in-Residence, and the like. Such appointments are governed by [CBA Article XXXI \(“Non-Tenure Track Appointments”\)](#).

There are two key terms that apply to faculty appointments: Rank and Status.

Rank indicates academic level. At Pratt the ranks are: instructor, assistant professor, associate professor, professor. An upgrade in rank is referred to as a promotion.

Status indicates employment level. At Pratt, full-time status titles include: non-tenured, tenure track, and tenured.

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 (where applicable) and the

appropriate dean. Written copies of such determination will be provided to the chair of the department (where applicable) and dean of the school for inclusion in the personnel file.

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.

Associate Professor

Associate professors will hold the terminal degree 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 (where applicable) and the appropriate dean. Written copies of such determination will be provided to the chair of the department (where applicable) and dean of the school for inclusion in the personnel file.

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.

Professor

Professors will hold the terminal degree 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 (where applicable) and the appropriate dean. Written copies of such determination will be provided to the chair of the department (where applicable) and dean of the school for inclusion in the personnel file.

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.

Professor Emeritus/Emerita

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. 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 qualified individuals 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, 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.

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.

Types of Appointments

Full-Time Non-Tenure-Track

See [CBA Article XXXI](#).

Full-Time Tenure-Track

In accordance with the terms of the collective bargaining agreement, full-time faculty are appointed and evaluated during the required probationary period of their first year. Evaluations for reappointment of all tenure-track full-time faculty are conducted in accordance with the terms of the [CBA](#), the results of which are communicated to the faculty member in a formal letter.

Full-Time Tenured

The continuing employment of all tenured full-time faculty is renewed automatically from year to year, unless terminated in accordance with the provisions of the collective bargaining agreement.

Pre-Retirement Option

See [CBA Article XXII](#)

In accordance with the terms of the collective bargaining agreement, full-time tenured faculty may be permitted to elect the option of teaching no more than one half the normal full-time teaching load for a period of no more than three years before retirement.

Administrators with Faculty Rank

An individual may be engaged by the Institute to serve in an administrative capacity and may simultaneously be offered faculty rank. A member of the faculty who is offered an administrative position in the Institute will retain academic rank and/or previously awarded tenure.

An individual may be hired by the Institute to serve in an administrative capacity and at some later date may be awarded faculty rank and/or previous service time toward tenure, in accordance with the terms of the collective bargaining agreement.

Search, Appointment, and Orientation of New Full-Time Faculty

Policy Statement

The quality of initial appointments is vital to the pursuit of excellence to which Pratt Institute and its academic departments and schools are committed. Consequently, the following statements of policy are deemed important guidelines to professional recruitment:

- to assist Pratt Institute in maintaining an outstanding faculty and in creating a professionally challenging atmosphere for the individual faculty member, the Institute is highly selective in making initial appointments; and
- in recruiting new faculty members, the Institute conforms to the letter and the spirit of equal employment opportunity (see [CBA Article V](#)).

Search Procedures

Once a full-time faculty position has been approved through the budget process, it will be the responsibility of the departmental faculty and chair, in consultation with the dean, to define the criteria and eligibility for the position. Once the position is defined, the dean and the chair will work with the Institute's human resources officer to publicize the opening nationally and internationally and to establish administrative procedures for the recruitment process.

Faculty search committees will be comprised of a majority of (and no fewer than three) department faculty selected by the chair from a pool chosen by and from the department faculty. That pool will be at least 50% larger than the number of department faculty seats anticipated on the committee and not fewer than five members total. The chair may select the remaining

search committee members from inside or outside the department. The department chair, in consultation with their dean, appoints a search committee chair.

In accordance with the terms of the collective bargaining agreement, the search committee approved by the department will review all applicants for any approved full-time faculty position and forward a recommendation of qualified candidates to the chair. The chair reviews the recommendations of the peer committee and forwards their recommendations to the dean. The dean will consult with the provost as needed, and then make the final appointment.

Appointment Procedures

All full-time faculty appointments are made by the dean of the appropriate school, following review of the recommendation of the faculty and chair, and following consultation with the provost.

All initial full-time faculty appointments are probationary and are for one year only. Regardless of the level of appointment, all new faculty will receive a letter of appointment. The information that should be conveyed in the dean's letter of appointment includes the following:

- the starting date and the termination date or length of the period of appointment;
- the salary;
- a general statement of the responsibilities of the position, and the terms of evaluation;
- any special arrangements or agreements, such as credit for previous service.

Once the new faculty member accepts the appointment, the Office of Human Resources, in conjunction with its new-hire orientation, will provide the new hire a copy of the collective bargaining agreement and a copy of this Handbook.

A copy of the letter of appointment will be retained on file in the office of the dean and the original will be maintained in the Office of Human Resources.

Orientation

The chair will provide the new faculty member with an orientation to the programs and policies of the department or school.

Personnel File

See also [CBA Article XIX](#)

The personnel file is kept in the Office of Human Resources. The contents and availability of faculty personnel files are described in the collective bargaining agreement.

Evaluation of Full-Time Faculty

See also [CBA ARTICLE XVI](#)

The Institute encourages its faculty to strive for excellence. Faculty evaluation is a continuous

process, and the careful implementation of this process helps to provide the highest level of educational achievement for the Institute. Faculty are evaluated by the departmental peer review committee and the administration with the following criteria in accordance with the [CBA XVI](#):

- teaching effectiveness;
- creative, scholarly work and/or professional activity; and
- service to the school, department, and Institute, its students, and the community.

For additional information on departmental peer review committees and their standards, see the [end of FHB Chapter 1](#).

Administration approval of promotion and tenure is dependent upon a record that includes these components, all of which should be addressed in the promotion and/or tenure application.

Sources of documentation include, but are not necessarily limited to:

- chair evaluations;
- student course evaluations;
- peer evaluations;
- publications and/or exhibition catalogs;
- records of accomplishment such as election or appointment to creative or scholarly posts;
- course syllabi and other course material;
- examples of professional work; and
- examples of student work.

Pratt Institute recognizes that excellence in teaching is the most important attribute of a faculty member. Aspects and qualities that may be considered by the administration in assessing teaching effectiveness include, but are not limited to, the following:

- command of one's subject;
- ability to organize subject matter and to present it clearly, coherently, and imaginatively;
- knowledge of current developments in one's discipline;
- ability to relate one's subject to other areas of knowledge and to broader cultural and social concerns;
- ability to provoke and broaden student interest in the subject matter;
- ability to utilize effective teaching methods and strategies;
- flexibility and versatility in accommodating teaching to changes in curricular structure and content;
- possession of the attributes of integrity, industry, open-mindedness, and objectivity in teaching;
- ability to elicit the highest quality in students' work;
- open-minded, respectful, and compassionate concern for the student as a person and as a future professional;
- ability to support the educational progress of a broadly diverse array of students.

Creative And Scholarly Work and/or Professional Activity

Effective teaching necessitates active involvement in the creative and scholarly developments in the individual's field. Each faculty member has an obligation to maintain a high level of professional competence and to keep abreast of the activity in their field. An individual faculty member's creative or scholarly work should be evaluated in terms of its quality, its level of recognition among peers, and its significance to the particular discipline. Evidence of appropriate endeavors may include:

- exhibitions and/or performances;
- publications;
- design activity including inventions and patents;
- grants and commissions;
- advanced study;
- presentations at professional meetings;
- studio activity.

In addition to creative or scholarly work, other evidence of professional involvement includes:

- receipt of fellowships and grants, patents, commissions, prizes or commendations;
- appointment in a creative or scholarly capacity to a regional, state or national post;
- participation in professional organizations, conferences, and institutes;
- a leadership position in professional organizations;
- presentation of papers before learned societies;
- further education, i.e., post-master's degree and post-doctorate education;
- service in the individual's professional area as a consultant or resource person.

Service to the School, Department, the Institute and the Community

Pratt Institute depends upon its faculty to contribute competent service outside the classroom. Therefore, a full-time faculty member is expected to participate in the broader concerns of the Institute. Such participation may include but is not limited to the following:

- service on department, school or Institute committees;
- participation in the decision-making and curriculum development processes;
- service and participation in the business of the general faculty (e.g., faculty meetings, faculty committees, academic senate);
- fulfillment of special assignments (e.g., administrative assignments such as recruitment);
- service as chair of a department or chair of a committee;
- attendance at Institute functions, such as exhibitions, openings, performances, lectures, commencement, and community events;
- contribution to curriculum development and change;
- service to the community as professional expert/advisor.

Service to the Student Body

Although each faculty member has an obligation to advise students with regard to class work and to serve as a department or school advisor for students majoring in their area, other service

to the student body may include but is not limited to the following:

- advising in student activities;
- advising incoming students;
- planning and/or participating in curriculum-related enrichment activities outside course requirements;
- organizing material and advising students with special interests (e.g., graduate school, advanced training programs).

Evaluation Process

See also [CBA ARTICLE XVI](#)

The evaluation process at the Institute is a means by which members of the faculty can obtain constructive and balanced information that will enable them to grow, improve and better fulfill their academic responsibilities and to develop in their field of expertise.

Members of the full-time faculty should receive regular evaluation of the performance of their faculty assignments, and they have the responsibility to report on progress made in their program of professional development.

A copy of full-time faculty evaluation documents should be forwarded to the Office of Human Resources for the faculty member's permanent personnel file.

Student Evaluation of Teaching

All teaching faculty participate in the process of student evaluation of courses. Prior to the conclusion of each semester, students are administered evaluation forms electronically which may be completed in or outside of class prior to the release of grades. . Faculty may not review evaluation results until the semester is over and grades have been submitted to the registrar. Both the departmental peer committee and the chair should review the student evaluations as part of the faculty evaluation process.

Evaluation of Tenure-Track Faculty by the Departmental Peer Committee and Chair

See also [CBA ARTICLE XVI](#)

All faculty on tenure-track should be evaluated as part of the reappointment process. To facilitate this review, these faculty members may be asked to complete a personal history form detailing all professional, academic, and service activities. This form should be provided to the departmental peer committee. The peer committee will forward the personal history form to the chair, along with its written recommendation based on evaluation of the faculty member's performance.

After reviewing the peer committee recommendation, the chair evaluates the faculty member. The evaluation should address the faculty member's teaching effectiveness, creative and scholarly work, professional activity, and service to the Institute and the community. The chair

should meet with the faculty member for a discussion of the evaluation. Both the peer committee and chair evaluations will become part of the file, with copies provided to the dean and the faculty member. Should the faculty member disagree with the evaluation, they may make a written response, which will become a part of the file and which will be forwarded to the appropriate dean.

Promotion in Rank for Full-Time Faculty

In accordance with its mission, Pratt Institute strives for excellence in all its academic programs. Achieving this objective calls for rigor and thoughtful evaluation criteria in the process of promotion. Faculty members are encouraged and expected to demonstrate achievement in the areas of teaching effectiveness; creative, scholarly and/or professional activity; and service to the school, department, Institute and the community. Hence, faculty members seeking promotion are encouraged to address these criteria in planning professional goals and in preparing their application for promotion.

Neither an elevation in rank within the Institute nor an initial appointment with rank carries the commitment of any further promotion. Furthermore, length of service at any rank is not, in and of itself, sufficient reason for promotion. Any full-time faculty member may be considered for promotion if, in the judgment of peers, the chair, the dean and the provost, the faculty member has demonstrated those achievements and qualities consistent with the definition of a higher rank.

An application for elevation in rank carries with it the obligation for documentation and appropriate support materials. Applications for elevation in rank must be accompanied by a recommendation from the individual faculty member's departmental peer committee and chair prior to being submitted to the dean and provost.

Overview of the Promotion Process

See also [CBA ARTICLE XVI](#)

The following provides an overview of the promotion process. Notification to the faculty member and the UFCT occurs at each step of evaluation in the promotion process:

- notification by the peer committee of the dates for submission of faculty personnel action requests to all appropriate faculty;
- submission of application and supporting documentation by the candidate;
- optional supplementary recommendations from other faculty and from students;
- optional evaluation and recommendations by external reviewers;
- evaluation and recommendation of the candidate by the department peer committee;
- evaluation and recommendation of the candidate by the department chair;
- evaluation and recommendation by appropriate dean;
- evaluation and recommendation by the provost;
- presentation by the provost of evaluations, recommendations, and supporting data to the president;
- recommendation to the Board of Trustees.

Any candidate for promotion may at any stage of the evaluation process submit a written response for consideration in the succeeding stages of the review process.

Standard Support Materials

Support materials accompanying applications should include:

- a letter of intent;
- a current and complete curriculum vitae;
- samples of current professional work and student work;
- any additional support materials that may explain, describe or otherwise contribute to the evaluation process.

Those reviewing the application may not be familiar with one's area of expertise. Clarity is therefore essential. This applies to all elements, including work samples and citations of professional activities, publications, honors, etc.

Tenure

See also [CBA Article XXIX](#)

Tenure means the right of a faculty member to hold their faculty position until retirement during efficient and competent service, and not to be removed or suspended except for cause.

Pratt Institute makes provision for faculty appointments with tenure within each of the schools in order to protect academic freedom, to support the search for knowledge and its free exposition, and to foster free creative exploration and professional growth. The policy of granting tenure enables the Institute to attract and retain faculty of the highest quality; to ensure a stable, credible, continuous academic program; and enhance the spirit and practice of collegiality.

Tenure is granted by the Board of Trustees of the Institute upon the recommendation of the president and following the appropriate review processes.

Eligibility For Tenure

Full-time members of the faculty who are appointed to tenure-track positions are eligible to apply for tenure following a prescribed term of service in rank, subject to the policies of the Institute and the terms of the collective bargaining agreement.

Evaluation for Tenure

Appointment with tenure is reserved for those faculty members who have demonstrated distinction, responsibility, imagination, and accomplishment, and who have thereby shown that they can be expected to continue to reflect, redefine, and renew the fundamental principles and ideals which the Institute embraces. Candidates for tenure will be evaluated by the administration according to their achievements and potential in the three areas of evaluation for promotion. In addition, the long-term needs of the department, school and the Institute must be addressed and carefully considered.

The responsibility for evaluating and recommending candidates for tenure rests with the departmental peer committee, chair, dean, provost, president, and Board of Trustees.

Overview of the Tenure Process

The following provides an overview of the tenure process:

- notification by the peer committee and/or chair of the dates for submission of the tenure application;
- submission of application and supporting documentation by the candidate;
- evaluation and recommendation by external reviewers;
- optional supplementary recommendations from other faculty and from students;
- evaluation and recommendation by the departmental peer committee;
- evaluation and recommendation by the department chair;
- evaluation and recommendation by appropriate dean;
- evaluation and recommendation by the provost;
- presentation by the provost of evaluations, recommendations, and supporting data to the president;
- review by the academic affairs committee of the Board of Trustees;
- review and decision by the full Board of Trustees;
- written notification of the Board's decision to the candidate prior to the conclusion of the spring semester.

Candidate's Rights of Withdrawal and Review

Candidates for tenure have the right to withdraw their applications at any stage during the tenure process prior to action by the Board of Trustees. Notice of withdrawal of application for tenure must be made in writing to the provost. A candidate who withdraws their application will be provided a terminal year of appointment the following academic year.

Any candidate denied tenure is entitled to discuss the reasons for the denial with the provost.

3. Policies and Procedures Relating to Part-Time Faculty

Academic Titles, Rank, and Status

See also [CBA Articles XV and XVI](#)

The following are the only authorized academic titles for part-time faculty.

- Instructor
- Assistant Professor
- Associate Professor
- Professor
- Professor Emeritus/Emerita

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

Rank indicates academic level. At Pratt the ranks are instructor, assistant professor, associate professor, professor. An upgrade in rank is referred to as a promotion.

Status indicates employment level. At Pratt, part-time status titles include: visiting, adjunct, and adjunct with certificate of continuous employment (CCE).

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 terminal degrees or will have achieved equivalent professional accomplishment appropriate to their discipline. Final determination of what constitutes equivalence to a given degree or appropriate to a given rank is made by the chair in consultation with the dean of the school and the provost. 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, 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.

Associate Professor

Associate professors will hold the terminal degree or equivalent professional distinction appropriate to their disciplines. Final determination of what constitutes equivalence to a given degree or appropriate to a given rank is made by the chair in consultation with the dean of the school and the provost. 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.

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.

Professor

Professors will hold the terminal degree or equivalent professional distinction appropriate to their disciplines. Final determination of what constitutes equivalence to a given degree or appropriate to a given rank is made by the chair in consultation with the dean of the school and the provost. 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.

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.

Professor Emeritus/Emerita

Retired members of the Pratt faculty who held tenure at the time of their retirement in good standing are eligible for nomination to emeritus/emera faculty status. Tenure for the purposes of this emeritus/emera policy includes both full-time tenure and 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 qualified retirees 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, 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.

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.

Types of Part-Time Status Appointments

See also [CBA Article XXIII](#)

Visiting Status

In accordance with the CBA, the category of visiting faculty is open to individuals who are distinguished practitioners or specialists. Visiting faculty may teach no more than one-half (50%) of the full-time teaching load. Part-time faculty with visiting status are appointed with assigned duties limited to studio, lecture or other class instruction and related contact with students enrolled in the courses taught. Visiting faculty are expected to attend such departmental, school, or general faculty meetings as necessary for the fulfillment of their teaching responsibilities.

Adjunct Status

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.

The modifier adjunct is applicable only to professorial titles. The academic qualifications of individuals appointed to adjunct professorships are comparable to those of full-time faculty members.

Adjunct With Certificate of Continuous Employment (CCE)

Adjunct faculty who have been awarded a certificate of continuous employment hold part-time tenure at the Institute, and are subject to the tenure provisions of the current CBA. Subject to those provisions, part-time faculty members who choose to apply will be considered for the CCE following ten semesters of service as an adjunct faculty member.

Administrators With Part-time Faculty Rank

An individual may be engaged by the Institute to serve in an administrative capacity and may simultaneously be offered part-time faculty status. Members of the part-time faculty who are offered an administrative position in the Institute will retain their academic rank and previous status.

Appointment and Orientation of New Part-Time Faculty

Appointment Procedures

Visiting faculty appointments are made by the department chair subject to verification of eligibility for employment.

Adjunct faculty appointments are made by the department chair following consultation with the dean subject to verification of eligibility for employment.

All initial part-time faculty appointments are probationary and are for one semester only. Regardless of the level of appointment, all new part-time faculty will receive a letter of appointment. The information that should be conveyed in the dean's letter of appointment includes but is not necessarily limited to the following:

- the starting date and the termination date or length of the period of appointment;
- the compensation;
- a general statement of the responsibilities of the position.

Once the new part-time faculty member accepts the appointment and completes the requisite new-hire paperwork, the Office of Human Resources will provide the new hire a copy of the collective bargaining agreement and a copy of this handbook.

The original, signed letter of appointment will be retained on file in the Office of Human Resources.

Orientation

The chair will provide the new faculty member with an orientation to the programs and policies of the department or school.

Faculty from Other Institutions

Adjunct or visiting faculty status may be given to a full-time faculty member from another institution who contracts to teach at the Institute on a part-time basis.

Personnel File

See [CBA Article XIX](#)

The personnel file is kept in the Office of Human Resources. The contents and availability of faculty personnel files are described in the CBA.

Evaluation of Part-Time Faculty

See also [CBA Article XVI](#)

The Institute encourages its faculty to strive for excellence. Faculty evaluation is a continuous process, and the careful implementation of this process helps to provide the highest level of educational achievement for the Institute.

Part-time faculty are evaluated by the departmental peer review committee and the administration according to the following criteria in accordance with the [CBA Article XVI](#):

- teaching effectiveness;
- creative, scholarly work, and/or professional activity; and
- service to the school, department, Institute, its students, and the community.

For additional information on departmental peer review committees and their standards, see the [end of FHB Chapter 1](#).

Administration approval of reappointment, promotion and conferral of the CCE is dependent upon a record that includes these components, all of which should be addressed in the promotion and/or tenure application.

Sources of documentation include, but are not necessarily limited to:

- chair evaluations;
- student course evaluations;
- peer evaluations;
- course syllabi and other course material;
- publications and/or exhibition catalogs;
- records of accomplishment such as election or appointment to creative or scholarly posts and/or professional awards;

- examples of professional work; and
- examples of student work.

Teaching Effectiveness

Pratt Institute recognizes that excellence in teaching is the most important attribute of a part-time faculty member. Aspects and qualities that may be considered by the administration in assessing teaching effectiveness include, but are not limited to the following:

- command of one's subject;
- ability to organize subject matter and to present it clearly, coherently, and imaginatively;
- knowledge of current developments in one's discipline;
- ability to relate one's subject to other areas of knowledge and to broader cultural and social concerns;
- ability to provoke and broaden student interest in the subject matter;
- ability to utilize effective teaching methods and strategies;
- flexibility and versatility in accommodating teaching to changes in curricular structure and content;
- possession of the attributes of integrity, industry, open-mindedness, and objectivity in teaching;
- ability to elicit the highest quality in students' work;
- open-minded, respectful, and compassionate concern for the student as a person and as a future professional;
- ability to support the educational progress of a broadly diverse array of students.

Creative and Scholarly Work and/or Professional Activity

Effective teaching necessitates active involvement in the creative and scholarly developments in the individual's field. Each part-time faculty member has an obligation to maintain a high level of professional competence and to keep abreast of the activity in their field. An individual faculty member's creative or scholarly work should be evaluated in terms of its quality, its level of recognition among peers, and its significance to the particular discipline. Evidence of appropriate endeavors may include:

- exhibitions and/or performances;
- publications;
- design activity including inventions and patents;
- grants and commissions;
- advanced study, i.e., post-master's degree and post-doctorate education;
- presentations of papers and/or projects before learned societies and at professional meetings;
- studio activity.

In addition to creative or scholarly work, other evidence of professional involvement includes:

- receipt of fellowships and grants, patents, commissions, prizes or commendations;
- appointment in a creative or scholarly capacity to a regional, state or national post;
- participation in professional organizations, conferences, and institutes;
- a leadership position in professional organizations; and
- service in the individual's professional area as a consultant or resource person.

Service to the School, Department, the Institute and the Community

Pratt Institute depends upon its faculty to contribute competent service outside the classroom. Part-time faculty members are encouraged to participate in the broader concerns of the Institute. Such participation may include but is not limited to the following:

- service on department, school or Institute committees;
- participation in the decision-making and curriculum development and change processes;
- service and participation in the business of the general faculty (e.g., faculty meetings, faculty committees, academic senate);
- fulfillment of special assignments (e.g., administrative assignments such as recruitment);
- service as acting chair of a department, or chair of a committee;
- attendance at Institute functions, such as exhibitions, openings, performances, lectures, commencement, and community events; and
- service to the community as professional expert/advisor.

Service to the Student Body

Although each part-time faculty member has an obligation to advise students with regard to class work, other service to the student body may include but is not limited to the following:

- advising for student activities;
- advising incoming students;
- planning and/or participating in curriculum-related enrichment activities outside course requirements;
- advising students with special interests (e.g., graduate school, advanced training programs);
- serving as a department or school advisor for students majoring in their area.

Evaluation Process

See [CBA XVI.6 And XXIII.1\(B\)](#)

The evaluation process at the Institute is a means by which members of the teaching faculty can obtain constructive and balanced information that will enable them to grow, improve and better fulfill their academic responsibilities, and to develop in their field of expertise.

Members of the part-time faculty should receive regular evaluation of their performance from the chair of their department.

Student Evaluation of Teaching

All part-time faculty participate in the process of student evaluation of courses. Prior to the end of each semester, students are administered evaluation forms electronically which may be completed in or outside of class prior to the release of grades.. Faculty may not review evaluation results until the semester is over and grades have been submitted to the registrar. Both the departmental peer committee and the chair may review the student evaluations as part of the faculty evaluation process.

Promotion in Rank for Part-time Faculty

In accordance with its mission, Pratt Institute strives for excellence in all its academic programs. Achieving this objective calls for rigor and thoughtful evaluation criteria in the process of promotion. Part-time faculty members are encouraged and expected to demonstrate achievement in the areas of teaching effectiveness; creative, scholarly and/or professional activity; and service to the school, department, Institute and the community. Hence, faculty members seeking promotion are encouraged to address these criteria in planning professional goals and in preparing their application for promotion.

Neither an elevation in rank within the Institute nor an initial appointment with rank carries the commitment of any further promotion. Furthermore, length of service at any rank is not, in and of itself, sufficient reason for promotion. Any part-time faculty member may be considered for promotion if, in the judgment of peers, the chair, the dean and the provost, the faculty member has demonstrated those achievements and qualities consistent with the definition of that higher rank.

An application for elevation in rank carries with it the obligation for documentation and appropriate support materials. Applications for elevation in rank must be accompanied by a recommendation from the individual faculty member's departmental peer committee and chair prior to being submitted to the dean and provost.

Overview of the Promotion Process

See also [CBA Article XVI](#)

The following provides an overview of the promotion process. Notification to the faculty member and the CBA occurs at each step of the evaluation in the promotion process:

- formation of a peer review committee;
- notification by the peer committee of the dates for submission of faculty personnel action requests to all appropriate faculty;
- submission of application and supporting documentation by the candidate;
- optional supplementary recommendations from other faculty and from students;
- optional evaluation and recommendations by reviewers who are not associated with the Institute (required by the administration in all tenure and CCE applications);
- evaluation and recommendation of the candidate by the department peer committee;
- evaluation and recommendation of the candidate by the department chair;
- evaluation and recommendation by the candidate's dean;
- evaluation and recommendation by the provost;
- presentation by the provost of evaluations, recommendations, and supporting data to the president;
- recommendation to the Board of Trustees.

A candidate for promotion who receives a negative recommendation at any stage of the evaluation process may submit a written response for consideration in the succeeding stages of the review process.

Standard Support Materials

Support materials accompanying applications should include:

- a letter of intent;
- a current and complete curriculum vitae;
- samples of current professional work and student work; and
- any additional support materials which may explain, describe or otherwise contribute to the evaluation process.

Those reviewing the application may not be familiar with the candidate's area of expertise. Clarity is therefore essential. This applies to all elements, including work samples and citations of professional activities, publications, honors, etc.

Change in Part-time Status

Visiting faculty members may apply for a change to adjunct status through the annual promotion and reappointment review process. This process is subject to the terms of the current [CBA](#).

A faculty member holding a part-time appointment may apply for any open full-time position that gets approved through the annual budget review process.

4. Faculty Rights and Responsibilities

Membership in the academic profession carries with it responsibilities for the advancement of knowledge and the intellectual and artistic growth of students. Faculty members must order and evaluate their activities in terms of their commitment to these goals, as well as in terms of their own personal and professional development.

Moreover, members of the faculty of Pratt Institute have a special obligation to understand the nature of this institution of higher learning and to appreciate its unique characteristics and its educational philosophy and educational objectives. The faculty strive to improve the intellectual and practical effectiveness of the Institute by willing and thoughtful participation in its governance. For additional information on academic freedom and responsibility, see [CBA Article III](#).

As an educational institution Pratt Institute does not wish to impose a rigid body of rules upon members of its faculty. The Institute does, however, have certain legitimate expectations concerning the conduct of professional academics. The following statements outline, in a general way, the rights and responsibilities of faculty members of Pratt Institute.

All members of the Pratt community, including faculty, are expected to know and understand [community standards](#) and [other policies](#). In addition, human resources policies apply to both faculty and staff.

Teaching

Course Offerings and Syllabi

Course offerings are planned and decided upon by the department or school involved in consultation with faculty. All course offerings should be in accord with the general requirement of the Institute, the needs of the department's or school's majors, and the needs of the general student body.

In the fourth week of each fall and spring semester, the registrar will submit a request for the next semester's course offerings to each chair. Chairs will comply with these requests after consultation with department or school faculty members, assuring that current descriptions of regularly offered courses are available for inclusion in the Institute catalog.

By the first meeting of each class, each semester, every faculty member will have prepared and distributed a written syllabus for each of their courses for the forthcoming semester. These syllabi will reflect adequate coverage of departmentally developed curriculum expectations for

each course. The chair/dean will be responsible for assuring that a copy of all syllabi for the courses offered by the department or school within a given semester will be on file in the department office and the dean's office prior to the end of the first week of class.

Course Content

The instructor is responsible for: planning and presenting the course material; fulfilling learning outcomes, in accordance with curriculum guidelines, and making this information known to the students; selecting and ordering texts and supplementary materials; preparing, administering, and grading projects, examinations, and papers; providing ongoing feedback to students; and assigning and reporting grades in a timely fashion.

Academic Calendar

Each year, the registrar determines and publishes the [academic calendar](#) for the following year. The calendar includes days on which classes will meet but administrative offices will be closed. Students should be informed by their faculty that classes will meet, but offices and other support services will not be available.

Academic Schedule

Faculty at the Institute have an academic year obligation unless their appointments are for other time periods. The academic year includes fall and spring semester obligations but is not limited to these obligations. It includes periods of time before the start of classes, periods of time after final examinations, and a time period after the fall and before the spring semesters. Such obligations may include, but are not limited to: preparation for teaching, including formulation of syllabi; curriculum coordination; review of transfer credits and placement tests; incoming student studio portfolio reviews; and freshman and student orientation responsibilities.

The schedule of each faculty member is arranged by the chair in consultation with the faculty member. The total department or school schedule is subject to the approval of the appropriate dean.

Institute administration may establish periods of time in the weekly schedule during which classes may not be scheduled, in order to facilitate student government activities, faculty committee service, campus events, and the like. Faculty and departments are expected to adhere to these course scheduling constraints.

Class Meetings

Classes officially end at least ten minutes prior to the next class regularly scheduled in the lecture room, lab, or studio. This provides an opportunity for the next faculty member to set up for their class and for students to move from one class to the next. Faculty members are expected to meet their classes punctually and to conduct them at a level appropriate for undergraduate or graduate education.

If for some valid reason, the instructor cannot meet a class, the instructor should, as soon as possible, contact the department, or if necessary the office of the appropriate dean, so that students can be notified. When appropriate and feasible, the department may identify a substitute teacher in coordination with the instructor. Substitute teachers are hired and paid by the department, not the absent instructor. Substitute teachers should normally be existing Pratt faculty members, who are compensated for substitute coverage only if they are part-time faculty.

Class sessions to be held in alternate locations must be reported to the chairperson's office and the office of the provost in order to provide coordination of efforts in case of any emergency that may arise.

Hours on Campus

The Institute recognizes that artists and scholars must on occasion be absent from campus pursuing professional activities (appearances, conferences, etc.). It is expected, however, that faculty members will meet all their Institute obligations. In the case of a faculty absence or need for coverage, notification should be made directly to the chair.

Office Hours/Appointments

See [CBA Article XX.6](#)

Each faculty member should establish regular and adequate office hours. One office hour per course per week is considered the minimum. Additional office hours will normally be needed during registration, advising, and examination/critique periods. Established office hours and/or procedures for appointments must be brought to the attention of students and a copy filed with the appropriate department chair or dean.

Scheduling of Examinations/Final Critiques

The Institute requires that every class meet at the official examination/critique time established by the Office of the Registrar.

Classes by Special Arrangement

Subject to review and approval by the chair and/or dean, faculty members may offer special studies (tutorials in regularly established courses), independent studies (tutorials in special fields or topics not covered in established courses), and experimental courses (scheduled courses in special fields or topics not listed in the catalog). Policies and procedures for independent study already exist in the Office of the Provost, and are published in the Institute catalogs. The current CBA also governs independent study parameters.

Deadlines

Each faculty member is responsible for meeting the deadlines established by the Office of the Provost and the Office of the Registrar. Grades are due from the faculty to the Registrar's Office no later than three business days after the last scheduled class meeting/exam.

Student Advisement

Faculty members have an obligation to be available to each of their students for academic guidance.

Although there are other offices to which a student may be directed for specialized counseling, the faculty member has a particular role as mentor which cannot be performed by others. This role may take at least six forms:

- advising the student with regard to the student's work in classes taught by the faculty member;
- serving as a department or school advisor (and, in the case of liberal arts and sciences faculty, as humanities advisors to departments and schools) in the student's major area to assist the student in setting academic goals;
- ensuring that Institute, department, and school requirements are understood and met by the student;
- ensuring that electives are planned to complement the student's personal and career objectives;
- recognizing when the student needs professional assistance with problems of a personal nature or with academic skill deficiencies and directing the student to the appropriate office or person from whom such assistance is available;
- providing an expert professional resource in their field that can be consulted by students from the department or school and the Institute at large.

Outside Professional Work

The Institute recognizes that from time to time, faculty may be invited as guests, as adjunct faculty, or as performers at other schools or universities. These experiences may foster development and permit faculty to interact with colleagues at other institutions. It is expected that all full-time faculty members at Pratt Institute will first fulfill their responsibilities to the Institute in teaching, advising (including office hours), and committee participation.

Institute faculty members may engage in outside professional activities which are not part of their educational responsibilities at Pratt Institute, provided that such activities do not interfere with the satisfactory performance of the faculty member's work obligation as set forth herein. Any full-time faculty member who is considering additional teaching responsibility, either at another institution or in the Institute's continuing education or professional studies, or any other outside professional work that may interfere with their responsibilities as a full-time faculty member, must obtain the prior permission of their dean.

The following shall apply to any outside work, whether professional or nonprofessional in nature:

- no equipment, supplies or services owned or provided by Pratt Institute shall be used in conjunction with such outside work, except as provided as part of a separate contract or agreement with Pratt Institute and the individual faculty member;

- faculty members who work in a continuing relationship with any outside employer shall notify such employer that outside work is performed by the faculty member in an individual capacity as an expert and not on behalf of Pratt Institute. Pratt Institute shall receive a copy of such notification.

Faculty Development Grants

Provided that a sufficient number of applications are received and subject to availability of funding, the Institute will offer faculty development grants on an Institute-wide basis.

Sabbatical Leave

Refer to applicable sections of the [CBA, especially Article XXVIII.2](#)

Pratt Institute, recognizing the necessity for faculty members to enrich their teaching or to secure uninterrupted time for creative or scholarly projects, supports the principle of sabbatical leave. The Institute's leave policy is designed to encourage professional growth and increased competence and productivity among faculty members by subsidizing important creative or scholarly work, or a program which is judged to be of equivalent value, such as some other program of study, or an organized experiential program, or an exchange of teaching responsibilities with a faculty member at another school or Institute.

General Policy

Sabbatical leaves are not granted automatically upon the completion of the necessary period of service to the Institute. The faculty member must demonstrate, in writing, as part of their application, evidence of creative or scholarly activity, or other academic achievement to support the program of work which they plan for the sabbatical period, and show that this proposed program will accomplish one or more of the general purposes set forth above.

Eligibility for Sabbatical Leave

Sabbaticals are considered a contribution by the Institute to professional development of artists and scholars on the faculty. The terms and conditions for awarding sabbatical leave are defined by the current [CBA](#).

Compensation

At the time of this writing, the [CBA](#) defined salaries for sabbatical leaves are:

- one semester at full salary, or
- one academic year at one-half of full salary. An adjunct faculty member's salary shall be based on the average of the member's workload during the previous academic year.

Faculty will not be paid stipends for Institute service during periods of approved sabbatic leave, unless such compensation is approved in advance by the provost.

Application Procedures

By October 15, before the academic year in which the anticipated leave will begin, a faculty member wishing to receive a sabbatical leave must submit to his chair a formal application including the following information:

- length of service (full-time and part-time) at the Institute;
- length of time since last sabbatical (if applicable);
- a narrative outline of the planned project and a statement showing how it will increase the faculty member's professional competence and value to the Institute;
- the faculty member's qualifications to pursue such a project;
- indication, if possible, of any anticipated grants, fellowships, or appointments related to the sabbatical period.

Requests for one-year sabbaticals must be for two consecutive semesters unless some special aspect of the proposed sabbatical project demands a split one-year term.

Since other faculty of the department/school may be expected to absorb the teaching load of the individual on leave, the chair's recommendation should include a statement about how the teaching load of the member on leave will be addressed.

The original and two copies of the application, evaluation and recommendation of the chair, and the statement of department or school plans referred to above, will be submitted to the appropriate dean no later than the date set in the academic planning calendar, which is distributed by the Office of the Provost's office prior to September 1 of each academic year. The appropriate dean will forward their recommendation and copies of all applications received to the provost for review. The provost makes sabbatical recommendations to the president, and forwards those recommendations to the Board of Trustees for approval. Notification of the Board of Trustees action is made to all sabbatical applicants by the end of the fall semester.

Obligations Of Sabbatical Recipients

The recipient of a sabbatical leave must:

- make every reasonable effort to fulfill the terms of the sabbatical;
- return to the Institute for a minimum of one year following the completion of the sabbatical leave;
- file a detailed written report on the results of their project with the chair, the appropriate dean, and the provost within ninety days after the beginning of the semester following the sabbatical leave;
- ensure that all publications or other materials produced as a result of the sabbatical support include an acknowledgment to the Institute.

Leaves of Absence

Academic Leaves

Academic leaves of absence may be requested for a period of time normally not in excess of one year. In extraordinary circumstances, a leave of absence may be extended upon request by the faculty member and with approval of the provost. A leave of absence shall be without pay. The [CBA](#) requires that applications for leaves of absence must be submitted by October 15 for the spring semester and by February 15 for the ensuing fall semester. Applications should be submitted to the department chair. If recommended by the chair and the dean, the provost's decision to approve or deny the leave shall be final.

Medical Leaves

Faculty should review the [CBA](#) and consult with the [Office of Human Resources](#) for details regarding medical leaves.

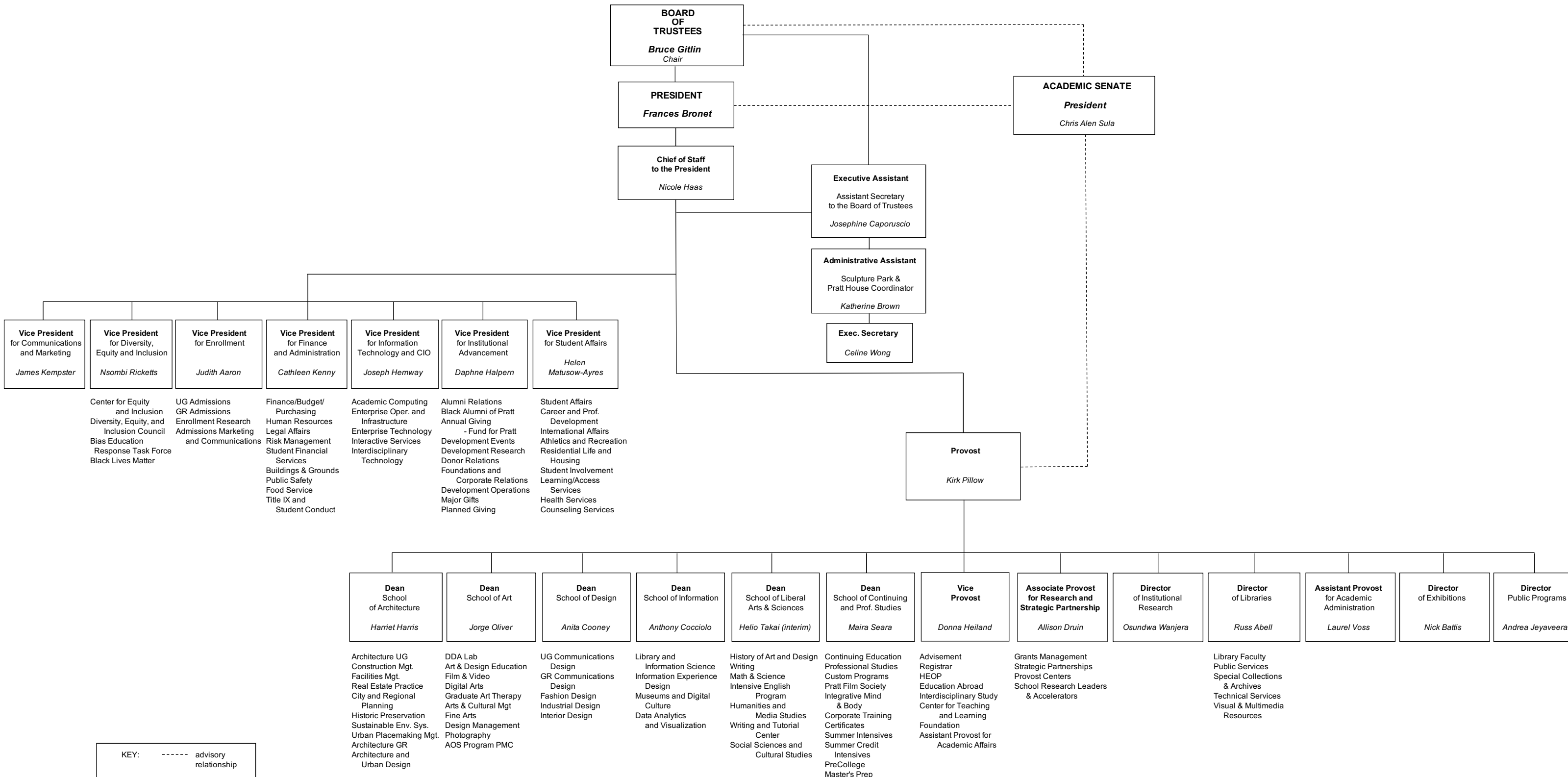
Leaves and Years in Service

A faculty member on an approved leave of absence will maintain their seniority. However, time on sabbatical leave and/or leave of absence, including medical leave, service in the armed forces, Vista or the Peace Corps, does not count toward promotion in rank, or toward change of status (including eligibility to apply for tenure).

5. Procedure to Revise the Faculty Handbook

This handbook will be reviewed following ratification of each [CBA](#) or as need arises. Proposals for revising Parts 1 through 5 of the handbook may originate with the faculty, the Academic Senate, the administration, or the Board of Trustees. All proposed revisions will be submitted to the Academic Senate for review. The Senate will then forward the proposal with its recommendation to the provost. After consulting with Provost's Council, the provost will forward the proposal with their recommendation to the president. With the president's approval, the proposed revision will be forwarded for review by the Board of Trustees, or its designated committee. The decision of the Board whether to adopt the proposed revision shall be final.

PRATT INSTITUTE ORGANIZATIONAL CHART INSTITUTE ADMINISTRATION



KEY: - - - - - advisory relationship

Source: Office of Institutional Research
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