

# **PRATT INSTITUTE**

## **FACULTY FUTURES PART-TIME FACULTY MENTORSHIP PROGRAM**

**FALL 2026-SPRING 2027**

## **PART-TIME FACULTY AT-A-GLANCE RESOURCES BOOKLET**

# Pratt Institute Part Time Faculty Mentorship Program Faculty Futures At-A-Glance Resources Booklet

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## 00\_OVERVIEW

### Pratt Faculty Futures: Part-Time Faculty Mentorship Program

The Part-Time Faculty Mentorship Program is an Institute-wide initiative conceived as a set of interactions, activities and awareness-building efforts that seek to invest in our Part-Time (PT) Faculty and enhance their academic careers at Pratt. Please note that this program encourages faculty attention to Pratt Faculty Union “Contract Documents” and faculty-determined “ARPT Standards and Procedures,” all of which are available in the Documents section of the Pratt Faculty Union website. In addition, the program will help build Part-Time Faculty members’ general awareness of campus processes, resources, governance bodies, timelines and opportunities for faculty development.

The goals for this program include:

- supporting part-time faculty well-being, professional development, academic advancement, and community building through engagement with professional development opportunities, evaluating the understanding of advancement requirements and highlighting campus resources.
- providing impact on intangible benefits, such as creating a sense of belonging, reduced isolation, and increased agency.

Please visit Pratt’s Faculty Mentorship Resource Page:

<https://www.pratt.edu/resources/faculty-mentorship/>

### Booklet

This booklet is meant to provide a succinct **“at-a-glance”** collection of terms and resources to help orient Part-Time faculty to academic advancement at Pratt Institute. It signals the importance of teaching, body of work, and service. The complete details of academic advancement are extensive and varied. Therefore, this booklet does not present comprehensive nor overwhelming detail but, instead, seeks to accessibly organize the major general components of academic advancement and provide selected resources that can help Part-Time Faculty be both aware of and initially oriented to the campus landscape of professional development and academic advancement at Pratt Institute. Faculty are encouraged to use this orienting booklet to further pursue links and connect with resources as appropriate to their interests, aspirations for academic advancement, and departmental standards. This booklet is not the complete picture of advancement but, rather, it should serve as a **companion document to the mentorship program.**

01\_LEADERSHIP BODIES + SELECTED RESOURCES

Pratt Academic Senate

The principal deliberative body for faculty governance, academics, and faculty discourse.

Website: <https://prattsenate.org/>  
Faculty Handbook: <https://prattsenate.org/faculty-handbook/>  
Funding Opportunities: <https://prattsenate.org/funding/>

Pratt Faculty Union (UFCT Local 1460)

The principal faculty-governed body for contracts, labor, and employment issues.

Website: <https://www.pratt-union.org>  
CBA and ARPT Documents: <https://www.pratt-union.org/documents>  
Pratt Faculty Union Fall 2024 Workshop on Becoming and Adjunct:  
<https://www.pratt-union.org/post/becoming-an-adjunct-workshop>

Pratt Provost’s Office

The chief academic officer at Pratt Institute for administration.

Website:  
<https://www.pratt.edu/about/offices/office-of-the-provost/>  
Teaching + Learning:  
<https://www.pratt.edu/about/offices/office-of-the-provost/teaching-learning-and-assessment/>  
Internal Funding Opportunities:  
<https://www.pratt.edu/about/offices/office-of-the-provost/internal-funding-opportunities/>  
Pratt’s Faculty Mentorship Resource Page  
<https://www.pratt.edu/resources/faculty-mentorship/>

Selected Additional Pratt Institute Resources

Website - Pratt Resources Compilation: <https://www.pratt.edu/resources/>  
Website - Pratt Academic Senate Resource Compilation:  
<https://prattsenate.org/resources/>  
Website - onePratt: <https://one.pratt.edu>  
Website - Pratt Center for Teaching and Learning: <https://prattctl.com/>  
Website - Strategic Plan: <https://www.pratt.edu/about/strategic-plan/>  
Website - Libraries: <https://library.pratt.edu/>

NCFDD

Complimentary Membership for Pratt Faculty (See Appendix A for Information)  
Website - NCFDD: <https://www.ncfdd.org/>

< Additional Resource Recommendations? Reach out to Corinne Ulmann <culmann@pratt.edu> ,  
Jason Vigneri-Beane - jvigneri@pratt.edu. > or Laurel Voss <lvoss@pratt.edu> .

02\_TEACHING

Teaching is a core part of faculty activity at Pratt and it constitutes a fundamental part of any application for advancement. While there is an immediate aspect of the act of teaching in the classroom, teaching can also interrelate with pedagogical research, faculty development, and considering curriculum as a part of one’s academic body of work, depending on how it is framed. Pratt has a variety of resources that you can explore in order to frame and develop your Teaching if so desired. Teaching is a part of **departmental ARPT / Peer Review guidelines**. The **Pratt Faculty Handbook** lists this as **“Teaching Effectiveness”** in the section titled: **3. Policies and Procedures Relating to Part-Time Faculty**.

For example, here is some excerpted language from the **Faculty Handbook**:

“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.

Some campus entities to connect with for teaching development and resources:

Pratt Center for Teaching and Learning (CTL)

> Website: <https://prattctl.com/>

- From the Pratt CTL website:

“The Center for Teaching and Learning fosters a collaborative faculty community that builds on best pedagogical practices across all disciplines and teaching modalities at Pratt: classroom and studio pedagogy, online and hybrid formats, experiential hand-on learning, and more. The Center aims to create an interdisciplinary, resilient, and reflective learning environment to address the urgency of the ‘now’, ranging from discussing difficult issues in a diverse classroom to larger social and cultural complexities of our times.”

<campus entities continued on next page>



**Academic Senate (Academic Initiative Fund)**

> Website: <https://prattsenate.org/academic-initiatives-fund/>

- From the Academic Senate Website:

*“The Academic Initiatives Fund (AIF) supports events, exhibits, conferences, performances, publications, symposia, workshops, and other projects, that are open to the Pratt community.”*

**Additional Selected Resources on Academia**

- American Association of University Professors (AAUP)

> Website: <https://www.aaup.org/>

- The Chronicle of Higher Education

> Website: <https://www.chronicle.com/>

- NCFDD

> Website - NCFDD: <https://www.ncfdd.org/>

(Complimentary Membership for Pratt Faculty. See Appendix A for Information.)

**03\_BODY OF WORK**

Bodies of work, approaches to them, and criteria for evaluating them in relation to seeking advancement at Pratt vary widely per discipline. Faculty are often understood to have agency in developing, articulating, and presenting a body of work while, at the same time, learning about what the departmental ARPT guidelines for advancement are as part of the Peer Review process and the Union and Administration-related processes for progressing through different levels of Status and Rank. While bodies of work vary widely by discipline, it can help to talk to colleagues in your field or department in order to develop a sense of where your work could go with regard to a range of possibilities such as practice, scholarship, pedagogical creation, and so on. What is more, different disciplines or areas of interest and work may also have different venues and formats for activity and recognition such as publications, exhibitions, lectures, conferences, and more. Like Teaching, a Body of Work is a component of an application for advancement and a part of **departmental ARPT / Peer Review guidelines**. The **Pratt Faculty Handbook** lists this as **“Creative and Scholarly Work and/or Professional Activity”** in the section titled: **3. Policies and Procedures Relating to Part-Time Faculty**. Whether faculty are developing a body of work in its own right or for engaging with the Institute’s procedures for advancement, Pratt offers resources to faculty.

For example, below are three resources for developing and potentially funding **Research** through Pratt:

-Office of the Vice Provost for Research and Strategic Partnerships

> Website: <https://www.pratt.edu/research/>

-Faculty Development Fund

>Website: <https://www.pratt.edu/policies/faculty-development-fund-policies-and-procedures/>

-Academic Senate (Ad-Hoc Committee on Research)

>Website: <https://prattsenate.org/committees/senate-research-committee-ad-hoc/>

While this is not the only part of the Body of Work equation and it is important to consult Union Documents, colleagues and mentors, below is a quote from the Faculty Handbook on Creative and Scholarly Work and/or Professional Activity:

**“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."

In addition to items listed in the Faculty Handbook, it is understood that faculty bodies of work are creative, generative, innovative and may develop into areas not listed above. Bodies of work are varied and there are constantly evolving ideas about them that include pedagogy as practice, curricular development as scholarship (Pedagogical Research and Development in Relation to Teaching Scholarship of Teaching and Learning (SoTL)), service as scholarship, advocacy as scholarship and beyond. What is more, developing areas of interest may have a range of traditional and inventive venues or formats from Self-Started, Invited, Commissioned or Networked to Self-Formatted, Peer-Reviewed, Juried or Invited and one might consider the Work Itself versus Recognition of that Work in Publications, Lectures, Exhibits, Lectures, Conferences and so on.

Because bodies of work vary and evolve in relation to disciplinary and inter-disciplinary practices, academic standards and inventive futures, areas of interests and fields of study, and beyond, the Part-Time Faculty Mentorship Program could assist faculty in articulating, framing, and evolving the ways in which one would like to evolve one's body of work in its own right yet in relation to possibilities for academic advancement.

As always, please see your departmental ARPT guidelines:

<https://www.pratt-union.org/documents>.

## 04\_SERVICE

Service expectations vary for faculty at different Statuses and Ranks. It is helpful to refer to Union documents, Peer Review handbooks/guidelines, and the Faculty Handbook for guidance that can clarify Service expectations. While Service can often be a way to contribute to the Institute, learn about how higher educational institutions operate, and make connections across campus, clarity can help part-time faculty have an experience with Service that is reasonably and appropriately measured to Rank and Status. Service is a category of material in applications for advancement yet, as mentioned here, expectations and criteria vary depending on Ranks and Status.

Service work for Part-Time faculty members is often compensated via stipends. Peer review handbooks/guidelines often note different kinds of service, ranging from service within Pratt to external service such as to organizations within a faculty member's field or some combination thereof. Many faculty find campus service opportunities via the Academic Senate, its committees, and calls for nominations for service, if not from within their own academic units, departments or schools. The Academic Senate often posts [committees](#), duties, timelines, structures, [compensation policies](#) and information on its website or in nomination calls via Pratt.edu emails or in its monthly [Academic Senate Newsletter](#).

Service information can be discovered in **Union Documents** and in the Faculty Handbook: (See links above in Section 1). The **Pratt Faculty Handbook** lists this as both **"Service to the School, Department, the Institute and the Community"** and **"Service to the Student Body"** in the section titled: **3. Policies and Procedures Relating to Part-Time Faculty**. While this is not the only part of the Service equation, below is a quote from the Faculty Handbook:

**"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, and should expect to receive a stipend in accordance with the Academic Stipend Guidelines. 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;

**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."

## 05\_ADVANCEMENT

The general procedural mechanism for faculty advancement at Pratt Institute is linked to Appointments, Re-Appointments, Promotion and Tenure (**ARPT**). While there is information on ARPT in the Faculty Handbook, the overarching governing text on ARPT is “ARTICLE XVI: APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS AND TENURE” of the Collective Bargaining Agreement (CBA) mentioned earlier in this document and accessible, in context, [HERE](#). (Direct Link [HERE](#).) (See the excerpted Article XVI in this booklet’s Appendix C.)

The following is a brief overview of helpful initial terms for beginning to become oriented to general principles of advancement at Pratt Institute.

### What is ARPT and How Does it Work?

At the beginning of each academic year, the ARPT process opens and, if eligible, faculty may choose to apply for a Promotion in Rank and/or a Change in Status. In order to determine eligibility, faculty should consult Article XVI of the CBA for general information and their Department’s guidelines for Peer Review for specific information. (Guideline documents may have different specific document titles but they can all be found on the Pratt Union website’s Documents page, along with the Union Contract.) Once a faculty member determines that they are eligible and would like to apply for a Promotion in Rank and/or a Change in Status they must declare an Intent to Apply, typically to their Department’s Peer Review Committee Chair. This will notify the Peer Review Committee of the faculty member’s intent and, in turn, the Peer Review Committee Chair can then open an application “case” at the online platform (Interfolio) for Pratt Institute’s ARPT process. (Note that most Peer Review Committees are per Department yet there are some variations by School or Academic Unit.)

The Faculty Actions Calendar sets the formal timeline for ARPT. It is updated and published annually at Pratt’s Interfolio for ARPT website [HERE](#). (Direct link [HERE](#).)

### What are Rank and Status?

Refer to the Pratt Faculty Handbook and the Pratt Union Contract (CBA) for more complete definitions of Rank and Status. From the Faculty Handbook:

*“Rank indicates academic level. 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).”*

At Pratt, ranks are: Instructor, Assistant Professor, Associate Professor, Professor, and Professor Emeritus/Emerita.

You can check your eligibility to apply for a Promotion in Rank and/or Change in Status, along with your Departmental criteria in your program’s ARPT guidelines.

## Process, Procedures, Criteria, and Eligibility Documents

There are two standing documents that you can refer to as **general** gateways into understanding process, procedures, criteria and eligibility for advancement: The Union Contract (i.e. Collective Bargaining Agreement or CBA) and the Faculty Handbook. These documents contain Institute-wide information. Once you have a general sense of the academic terms laid out in these documents you will need to review the specific information that governs the local, departmental, faculty-driven aspects of advancement through the Peer Review stage of the overall ARPT process. These guidelines (or handbooks) are very important and critical to how process, criteria, and eligibility are established per Department (or Unit or Area). Your Departmental Peer Review (or ARPT) Guideline (or Handbook) is the most important and immediate document to directly engage with when preparing for advancement. A short list of immediately relevant resources includes these links:

The Union Contract: <https://www.pratt-union.org/documents>

The Faculty Handbook: <https://prattsenate.org/faculty-handbook/>

Departmental Peer Review Handbooks: <https://www.pratt-union.org/documents>

Interfolio for Pratt ARPT: <https://www.pratt.edu/administrative-departments/office-of-the-provost/teaching-learning-and-assessment/interfolio-for-arpt-appointment-reappointment-promotion-and-tenure/>

### Peer Review Committees

Peer Review Committees are established by faculty from individual departments or, in some cases, by schools or academic units. (See Union Contract Article XVI.) The Peer Review Committee is typically the first point of formal contact when a faculty member intends to apply for a Promotion in Rank or Change in Status. What is more, the Peer Review step is the first formal step in the ARPT process during which Peer Review Committees receive Intent to Apply declarations, receive applications, review applications, provide written recommendations for for applications based on their reviews, and forward the applications with their written recommendations for action to administration. (Subsequent review steps involve the Department Chair, The Dean or Head of Academic Unit, The Provost, and the Board of Trustees.) In addition to performing this first step of the ARPT process, Peer Review Committees maintain departmental Peer Review documents such as handbooks/guidelines (housed on the Union website), participate in external evaluation processes for Tenure (PT or “CCE”, FT), and prepare to receive applications by giving input and feedback on the Interfolio software platform which Pratt uses to facilitate the submission and review of applications for faculty action.

## Intent to Apply and Applications

In order to begin an application for faculty action such as a Promotion in Rank and/or Change in Status, faculty must formally declare an Intent to Apply to their Peer Review Committee. (This Intent to Apply declaration is received in different formats so faculty should consult their Peer Review Committee directly before an ARPT cycle begins at the start of an Academic Year. Consult the Faculty Actions Calendar AND your departmental Peer Review Committee.) Declaring an Intent to Apply to the Peer Review Committee is critically important because this is the only way for a Peer Review Committee to formally be made aware that they should open an application “Case” for the faculty applicant on the Interfolio software platform for ARPT. An application Case must be opened so that the faculty member can electronically submit their application and, in turn, the application can be received and reviewed by faculty and administration participants in the ARPT process.

### General Timeline

A general timeline that is helpful for faculty to consider is the following:

Spring: Prior to submitting an application in the Fall, faculty may want to consider determining their eligibility for a possible Promotion in Rank and/or Change in Status application. It can help to read the departmental Peer Review handbook/guidelines, confirm hire dates and dates of current rank/status with Human Resources, reach out to the Peer Review Committee, and review what materials are required by their department’s (or academic unit’s) handbook/guidelines.

Summer: If possible, faculty may want to consider preparing as much of their application material as possible in order to minimize potentially stressful or last-minute application assembly during the beginning of the Fall semester. Generally speaking, a review of the handbook/guidelines and a conversation with the Peer Review Committee can clarify or confirm exactly what distinct PDF packets, formats, and file size limits (MB) the faculty applicant will need to prepare in order to upload their material to distinct sections of an application “Case” on Interfolio. The summer is also a good time to begin sourcing letters of recommendation or references **IF** required for a particular rank or status in a particular department.

Fall: Typical Fall activities include the timely declaration of an Intent to Apply to the Peer Review Committee, the finalization of application materials, the submission of application materials on Interfolio and attending to additional possible activities that may (or may not) be required by a particular department such as peer observations, classroom visits, or other aspects of an application that may only be possible during the live Fall semester.

## The Interfolio Platform for Applications and Staging Materials

As suggested above, Interfolio is the online platform that Pratt uses for faculty actions. Part-time faculty members may be using Interfolio for a number of activities including applying for promotions in Rank and/or changes in Status, possibly performing peer review evaluations or applying for a sabbatical (if Adjunct with “CCE”, also known as Part-Time Tenure).

Pratt faculty members are automatically enrolled as Interfolio users via their Pratt (not personal) emails as Pratt employees. Once enrolled, Interfolio is accessed by going to [www.interfolio.com](http://www.interfolio.com) and logging in with a Pratt OneKey.

In addition to using Interfolio for faculty actions, Pratt faculty are also granted “Dossier” accounts with their general Pratt Interfolio accounts. A faculty Dossier account is an individual partition of Interfolio that is only accessed by an individual faculty member. It can be optionally used by a faculty member to gather, store, and organize a wide range of academic materials from their CV and portfolio to their course documents and academic texts. It can be used to confidentially solicit and store letters of recommendation and to prepare and stage materials for an application for a position or for faculty actions. A faculty member can use this Dossier account deliberately to maintain their academic materials or simply as a default storage account that is automatically populated by materials that they upload to an application for faculty actions.

As indicated above, an application on Interfolio is called a “Case” and the only way to create an application Case is for a faculty member to formally declare an Intent to Apply to their Peer Review Committee so that the committee Chair can create a Case for them. However, a faculty member can access their own Dossier account anytime they wish.

Please see Appendix C for additional information on Interfolio.

# APPENDIX A

## A SELECTION OF PRATT CAMPUS SPACES

Below is a short list of interesting and accessible spaces around the Pratt campus(es) and you might consider exploring them out of interest or as possible formal or informal meeting spaces. Once you explore, you will likely find more to add to this list!

- Campus Cafes (Brooklyn)
- Pi Shop
    - Willoughby Hall
  - Studio Grind
    - Higgins Hall Cafe
  - Global Grind
    - Design Center

- Galleries (Manhattan)
- Pratt Manhattan Gallery

- Galleries (Brooklyn)
- Schafler Gallery
    - Chemistry Building
  - Dekalb Hall Gallery
  - Photography Gallery
    - ARC Building
  - Siegel Gallery
    - Higgins Hall
  - Steuben Gallery

- Outdoor Spaces (Brooklyn)
- Schutte Plaza & Rose Garden
  - East Hall Plaza
  - Pratt Dye Garden
    - Cannoneer Court

- Brooklyn Library Spaces
- Center for Teaching and Learning
  - Alumni Reading Room
  - Special Collections Room

- Additional Spaces (Brooklyn)
- Conference Rooms
    - Pratt Student Union
  - Foundations Lab
    - Main Building
  - Architecture Reading Room
    - Higgins Hall South
  - Myrtle Hall Atrium
  - Juliana Curran Terian Design Center Pavilion & Courtyard
  - Lower Level Concourse
    - ARC Building
  - Fitness Center
    - ARC Building

# Pratt Campus Map

### Brooklyn Campus

**Pratt Manhattan Center**  
Pratt Manhattan Center .....30 A12  
Pratt Manhattan Gallery .....30 A12

**Brooklyn Navy Yard**  
MFA Studios  
Dock 72, 3rd Floor.....31 D11  
Research Yard  
Building 3, 7th Floor.....32 D12

**Pfizer Building**  
Pratt Research Studios  
Pfizer Building, 7th Floor.....33 F11

**Pratt Shuttle**  
Accessible transportation between Brooklyn Campus, Brooklyn Navy Yard, and Pfizer Building, Monday through Friday, 9 AM-midnight.  
A Pratt ID is required to ride.  
Scan the QR code for the route and schedule.

**Key**

- Building Entrance
- 🚶 Accessible Building Entrance
- ➡ Accessible Route
- 🚶 Pedestrian Entrance
- 🚗 Vehicle Entrance
- 🚪 Turnstile (ID required for entry)
- Fence
- 🛡 Campus Safety Booth
- 🛖 Elevator
- ➡ Steps (arrow indicates up)
- 🚏 Pratt Shuttle Stop
- 🚌 MTA Bus Stop
- 🚲 Citi Bike Station

As of March 31, 2025

### Directory

**Brooklyn Campus**

|                                                          |    |    |
|----------------------------------------------------------|----|----|
| ARC Building.....                                        | 1  | E6 |
| Cannoneer Court.....                                     | 2  | F6 |
| Caroline Ladd Pratt House.....                           | 3  | A4 |
| Chemistry Building.....                                  | 4  | D5 |
| Dekalb Gallery<br>in Dekalb Hall.....                    | 5  | C7 |
| Dekalb Hall.....                                         | 5  | C7 |
| East Hall.....                                           | 6  | D5 |
| Emerson Place Residence.....                             | 7  | F3 |
| Engineering Building.....                                | 8  | E5 |
| Eather Lloyd-Jones Hall.....                             | 9  | C6 |
| Film/Video Building.....                                 | 10 | E3 |
| Grand Avenue Residence.....                              | 11 | D1 |
| Higgins Hall.....                                        | 12 | C9 |
| Juliana Curran Terian<br>Design Center.....              | 13 | E6 |
| Library.....                                             | 14 | C6 |
| Machinery Building.....                                  | 15 | E5 |
| Main Building.....                                       | 16 | C5 |
| Memorial Hall.....                                       | 17 | C5 |
| Myrtle Hall.....                                         | 18 | D3 |
| North Hall.....                                          | 19 | D4 |
| Pantas Hall.....                                         | 20 | D7 |
| Photography Gallery<br>in ARC Building, Lower Level..... | 1  | E6 |
| Pratt Studios.....                                       | 21 | D6 |
| Pratt Townhouses.....                                    | 22 | E5 |
| Schafler Gallery<br>in Chemistry Building.....           | 4  | D5 |
| South Hall.....                                          | 23 | C5 |
| Stable Hall.....                                         | 24 | F5 |
| Steuben Gallery<br>in Steuben Hall.....                  | 25 | E6 |
| Steuben Hall.....                                        | 25 | E6 |
| Student Union.....                                       | 26 | D5 |
| Student Wellness Center.....                             | 27 | C4 |
| Thrift Hall.....                                         | 28 | C7 |
| Willoughby Hall.....                                     | 29 | D3 |

**Pratt Manhattan Center**  
Pratt Manhattan Center .....30 A12  
Pratt Manhattan Gallery .....30 A12

**Brooklyn Navy Yard**  
MFA Studios  
Dock 72, 3rd Floor.....31 D11  
Research Yard  
Building 3, 7th Floor.....32 D12

**Pfizer Building**  
Pratt Research Studios  
Pfizer Building, 7th Floor.....33 F11

**Pratt Shuttle**  
Accessible transportation between Brooklyn Campus, Brooklyn Navy Yard, and Pfizer Building, Monday through Friday, 9 AM-midnight.  
A Pratt ID is required to ride.  
Scan the QR code for the route and schedule.

**Key**

- Building Entrance
- 🚶 Accessible Building Entrance
- ➡ Accessible Route
- 🚶 Pedestrian Entrance
- 🚗 Vehicle Entrance
- 🚪 Turnstile (ID required for entry)
- Fence
- 🛡 Campus Safety Booth
- 🛖 Elevator
- ➡ Steps (arrow indicates up)
- 🚏 Pratt Shuttle Stop
- 🚌 MTA Bus Stop
- 🚲 Citi Bike Station

As of March 31, 2025

> If you have suggestions for additional spaces to meet, please let the P T Faculty Mentorship coordinators know!



## We are an Institutional Member at NCFDD!

As a member, you can get access to on-demand resources, programs, and webinars developed to help you combat faculty burnout and live a full and balanced life.

- The weekly Monday Motivator email
- Monthly Core Curriculum webinars
- Guest Expert Webinars and Multi-Week Courses
- Hidden Handbook series
- Dissertation Success Curriculum
- 14-Day Writing Challenges
- Forums for peer-mentoring and problem-solving
- Extensive webinar library
- and more!



## Activate your NCFDD account today!

1. Scan the QR Code
2. Scroll down to Activate Your Institutional Membership Account
3. Select our institution from the drop-down
4. Use your institution email to activate your account



# APPENDIX C

# INTERFOLIO

# ARPT

## APPOINTMENTS REAPPOINTMENTS PROMOTIONS TENURE

## PRATT USES THE INTERFOLIO PLATFORM

## CONTACT YOUR PEER REVIEW COMMITTEE CHAIR WHEN ELIGIBLE TO APPLY

## BECOME FAMILIAR WITH THE INTERFOLIO PLATFORM

### FACULTY ACTIONS 2026-27

#### Pratt's Interfolio Platform:

<https://www.interfolio.com/>

#### How ARPT applications are submitted and reviewed:

- Pratt uses the online Interfolio platform for the submittal and review of applications in the ARPT (Appointments, Reappointments, Promotions, and Tenure) process.
- For information about the ARPT process across the Institute, you can consult the Pratt Union UFCT 1460 Collective Bargaining Agreement (CBA). See Appendix D of this document for "Article XVI Appointments, Reappointments, Promotions, and Tenure," the excerpt from the CBA covering the ARPT process.
- Consult also the ARPT standards and procedures for your department/academic unit. Both the CBA and current standards and procedures for all departments/academic units in the Institute are found on the Pratt Union website <https://www.pratt-union.org/>

#### How to apply for a Faculty Action:

- If you are unsure when you are eligible to apply for a Faculty Action, consult the CBA and your academic unit's standards and procedures mentioned above. You can also contact your Peer Review Committee Chair or PRC Chair with any questions.
- When eligible to apply for a "Faculty Action" (a Promotion in Rank or a Change in Status), faculty contact the PRC Chair in their department/academic unit.
- The PRC Chair then opens an "Interfolio Case" for each applicant.
- Look for communications from the PRC in your academic unit at the start of each academic year for application process deadlines

#### How to login to your Interfolio account:

- Find the login page in Interfolio.com.
- Click on "Sign in with Partner Institution."
- Type "Pratt Institute" in the search box.
- Select "Pratt Institute" and click on "Sign In."
- This will take you to the Pratt Institute login page where you can use your pratt.edu email and your password to sign in.
- If you are new to Pratt, your Interfolio account will be set up six to eight weeks after your hire date. You should be able to sign in after mid October.

Become familiar with the Interfolio online platform.

You can start becoming familiar with the Interfolio platform by logging into your free Interfolio account. Your account is private to you and accessible at any time. Once you log in, you will have access to two sides of your Interfolio account. From the pulldown menu under your name, you can “switch accounts” between the “Interfolio Dossier” side of the account and the “Pratt Institute” side of the account.

- Use the “Pratt Institute” side of the account when submitting an application, after your PRC Chair opens an “Interfolio Case” for you.
- Use the “Interfolio Dossier” side of the account to become familiar with the Interfolio online platform, even before you are eligible to apply for a Faculty Action. The “Interfolio Dossier” side of your account can be used to gather, organize, and prepare materials for applications you may submit in the future. From within your Dossier, you can:
  - Preview your academic unit’s application template and review what materials you will need to submit (e.g., Cover Letter, CV, Evidence of Teaching, etc.).
  - Store documents, images, videos, and links to online work in your account.
  - Request and store reusable letters of recommendation, submitted directly by the letter writer to Interfolio and kept confidential.
  - Organize your materials into “collections” for different purposes—for example, fellowship applications, tenure reviews, or grants.
  - Reuse previously submitted/assembled materials when participating in formal reviews through Interfolio.
- Once you are eligible to apply for a Faculty Action, you can transfer materials from your Dossier to the “Interfolio Case” you PRC Chair opens for you (you can also upload your application materials directly to the Interfolio Case without working with the Dossier).

Getting help:

Interfolio Help Center Website:  
[https://product-help.interfolio.com/en\\_US/review-promotion-tenure](https://product-help.interfolio.com/en_US/review-promotion-tenure)  
By Email:  
[interfolio-support@elsevier.com](mailto:interfolio-support@elsevier.com)  
By Phone:  
+1 (833) 844-2118

Selected Pratt ARPT Resources:

Peer Review Departmental Guidelines for ARPT:  
Pratt Faculty Union (UFCT) Documents Webpage:  
<https://www.pratt-union.org/documents>

Pratt Faculty Handbook:  
Pratt Academic Senate Webpage:  
<https://prattsenate.org/faculty-handbook/>

Additional Resources:

Pratt Union Webpage:  
<https://www.pratt-union.org>

Pratt Academic Senate Webpage:  
<https://prattsenate.org>

Pratt Provost Webpage:  
Interfolio for ARPT (Appointment, Reappointment, Promotion, and Tenure)  
[https://www.pratt.edu/administrative-departments/office-of-the-provost/](https://www.pratt.edu/administrative-departments/office-of-the-provost/>Teaching, Learning, and Assessment)  
> Teaching, Learning, and Assessment  
> Interfolio for ARPT  
> (Direct Link: [HERE](#))

# APPENDIX D

# PRATT UNION CONTRACT EXCERPT

# ARTICLE XVI Appointments, Reappointments, Promotions And Tenure

**ARTICLE XVI: Appointments, Reappointments, Promotions And Tenure**

Excerpted from the Pratt Union Contract (2022-2027) located at:  
<https://www.pratt-union.org/documents>

**“ ARTICLE XVI: APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS AND TENURE**

16.1 The Union recognizes and accepts the authority of the Board of Trustees acting in all matters concerning appointment, reappointment, promotion and tenure.

16.2 At the same time, in an academic community, these matters of appointment, reappointment, promotion and tenure, must have input at the point of closest contact with the faculty members individually affected. Accordingly, the Chairperson of each Department, or Dean or other academic administrator as applicable, for School-wide, Interdisciplinary Areas or Library Committees, shall receive written recommendations in all of these matters from the Departmental faculty and any other members of the Institute community who may be affected by these matters. The Peer Review Committees on appointment, reappointment, promotion and tenure shall develop standards of eligibility, fitness and evaluation; which shall include teaching effectiveness and professional competence and may include non-teaching responsibilities, Institute service and public service. The faculty in each Department and/or Area and in the Library shall set up such procedures as they deem appropriate to effectuate the foregoing. However, the Committees will give preference to faculty members holding the rank of Professor or Associate Professor (whether full- or part-time), and part-time faculty holding the status of Adjunct (with or without CCE) to serve on Departmental Peer Review Committees.

16.3 In all cases of application for full- or part-time tenure, all Departmental, School, or Area Peer Review Committees are expected to consider letters of recommendation solicited from external reviewers relevant to the faculty applicant's field(s) of expertise. No fewer than three (3) such letters shall be attached to the applicant's dossier before the Departmental Peer Review Committee begins its review. Among these letters of recommendation, at least one and no more than two will be from external reviewers proposed by the faculty applicant. The letters shall be solicited and gathered by the Dean of the respective School, in consultation with the Department Chair and the Peer Review Committee regarding suitable potential reviewers.

16.4 Evaluation reports and recommendations concerning reappointment, promotion and/or tenure, as set forth in Article 16.2 above, shall be in writing and shall be forwarded to the applicable Chairperson, Dean or other academic administrator, and may be shared by the PRC Chair with the individual faculty member involved. The Chairperson, Dean or other academic administrator shall add their comments and shall share their evaluation along with the PRC recommendation (if it has not been shared by the PRC Chair) with the individual faculty member involved who shall have the opportunity to append or affix their comments, in response. These recommendations will then be forwarded to the Dean of the School or applicable academic administrator, who shall add their comments and shall share their evaluation and comments with the individual faculty member involved who shall have the opportunity to append or affix their comments, in response. These recommendations will then be forwarded to the Provost, or such other academic administrative officer as may be designated by the Board of Trustees, for review and recommendation which shall be shared with the individual faculty member involved who shall have the opportunity to append or affix their comments, in response. Final determination is by the expressed approval of the Board of Trustees. Review and determination shall also take into account enrollment trends, distribution and budgetary considerations. Differences between the recommendations made and final determination

are to be clearly stated in writing setting forth the reasons for the determination.

16.5 Faculty members shall be advised in writing at the time of appointment of the standards for eligibility, fitness and evaluation and the procedures employed by the respective Department, School or Libraries. The faculty member shall be advised by the Department Chairperson or applicable academic administrator of the time when recommendations affecting his or her reappointment, promotion, and/or tenure are to be made by the Department faculty, Head and Dean, and he or she shall be given a reasonable opportunity to submit such material as he or she believes will be helpful to an adequate consideration of his or her circumstances.

16.6 Effective August 15, 2008 the following shall apply to full-time tenure track faculty:

- a faculty member's first year shall be considered probationary and he/she may be terminated at the discretion of the Administration prior to the end of the Spring semester or trimester (or the end of the Fall semester if the member begins mid-year);
- following the first year, appointments shall normally be for periods of two years;
- faculty will be formally reviewed for reappointment in the third and fifth year and for tenure in the seventh year. Section 16.7 shall not apply to full-time tenure track faculty. The Institute's right to terminate a full-time faculty member in his/her first year shall be absolute, shall prevail over any apparently inconsistent provision of this Agreement, and shall not be grievable or arbitrable.

16.7 For non-tenured faculty members (except for full-time tenure track faculty), no one shall be denied reappointment for professional incompetence unless he or she has been evaluated and two successive academic year evaluations are negative, except that for faculty members in initial appointments, one semester or trimester evaluation may be sufficient if such faculty member does not have the academic competence to teach the courses offered in the documented change in the School's curriculum, or if his or her evaluations are negative.

16.8 The decision not to reappoint on the basis of negative teaching evaluations must be communicated to the person affected in writing. Those holding full-time appointments in their first year of service must be notified by the end of the Spring semester or trimester (or the end of the Fall semester if the member begins mid-year). Non-tenured full-time faculty with two or more years of service shall be notified on or before May 31st that during the following academic year they shall be on terminal reappointment.

16.9 The Institute will notify the non-tenured faculty member in writing of his or her reappointment prior to the end of the Spring semester or trimester for full-time appointments, by December 1st for non-tenured part-time reappointments (subject to sufficiency of enrollment) in the succeeding Spring semester, and by April 15th for non-tenured part-time reappointments (subject to sufficiency of enrollment) in the succeeding Fall semester.

16.10 Notification of promotion in rank and/or granting of tenure shall be in writing prior to the end of the Spring semester or trimester. Notification of the denial of promotion or tenure shall be made in writing prior to the end of the Spring semester or trimester with the reasons clearly set forth.

16.11 Any determination which is arbitrary, capricious, or discriminatory shall be subject to the grievance procedure.

16.12 Recognizing the desirability of receiving input from the faculty with respect to the appointments of academic Chairpersons and Deans, the Provost will receive in writing timely and

*appropriate recommendations from faculty members. Departmental committees on appointment, reappointment, promotion and tenure shall have the option whether to review any case concerning the promotion or granting of tenure to the department’s chair.*

*16.13 An individual who does not possess faculty tenure at Pratt but who serves as a department Chairperson or Dean of a school for at least six (6) years and then steps down, may be appointed to a full-time faculty position provided said appointment will not cause an incumbent full-time faculty member to be denied reappointment or laid off. The appointment, without a search, shall not constitute a violation of Article 23.1(a)(2), 23.2(a)(2), or any other provision of this Agreement. Once the appointment has been made, the terms of that individual’s employment shall be governed by all the provisions of this Agreement that apply to full-time faculty including the procedures for reappointment and tenure contained in this Article. A non-tenured faculty member who is appointed to the faculty pursuant to this section will, in no event, be awarded tenure prior to his/her second semester following the appointment.”*

# APPENDIX E

## Notes:

# About the Part-Time Faculty Mentorship Program

**About the Faculty Futures Part-Time Faculty Mentorship Program**

The Part-Time Faculty Mentorship Program is an Institute-wide initiative conceived as a set of interactions, activities and awareness-building efforts that seek to invest in our Part-Time (PT) Faculty and enhance their academic careers at Pratt.

Organized by the Office of the Provost, a working group of faculty from across the institute has outlined a set of objectives and procedures for the Mentorship Program. Its principal goals are to help Part-Time Faculty shape their professional, creative and scholarly activities, identify institutional, school and departmental service opportunities, and navigate the Appointment, Reappointment, Promotion and Tenure (ARPT) process. At the same time, the Faculty Mentorship Program sounds a call for newly hired faculty and encourages them to discover productive pathways as they join the Pratt community.

At the heart of the Mentorship Program is the Mentor and Mentee relationship. While Mentees are the recipients of the support provided by the Mentor, and promotions may be the most manifest goal of the Mentorship Program, the benefits go beyond successful ARPT faculty actions. Mentors and Mentees are active participants in a reciprocal dialogue that is part of a wider effort to create new knowledge and purpose beyond the formal review (ARPT) process. Together, Mentors and Mentees can expand the notion of scholarship beyond traditional research, imagine innovations in teaching, and forge new learning outcomes and goals. In this way, the Mentorship Program is designed to draw on the talents of **all** faculty and enhance everyone's long-term stability, growth and continued service.

Goals of the program include:

- Supporting part-time faculty well-being, professional development, academic advancement, and community building through engagement with professional development opportunities, evaluating the understanding of advancement requirements and highlighting campus resources.
- The program is intended to also provide impact on intangible benefits, such as creating a sense of belonging, reduced isolation, and increased agency.

This program currently engages part time faculty with visiting status, with more than 2 years experience teaching at Pratt, and matches them with tenured part time and full time faculty. Additional programming for adjunct part time faculty will be piloted in Academic Year 2026-27, based on interest. Calls for participation surveys are sent out to faculty through the Office of the Provost at the end of the academic year for the next year's program cohort.

For more information about the program or to request participation as a mentor or mentee, please email Laurel Voss, [lvoss@pratt.edu](mailto:lvoss@pratt.edu).

Pratt's Faculty Mentorship Resource Page can be found [HERE](#).  
(Address: <https://www.pratt.edu/resources/faculty-mentorship/>)

**Request for Interest and Participation**

Formats, types, and desired communities of Mentorship will be considered via a Part-Time Faculty Mentorship Pilot Program intake form [HERE](#).

**Mentor**

The Mentor gives career guidance, directs skill development, acknowledges achievements of and advocates for the professional advancement of Mentees.

("The Science of mentoring relationships: What is mentorship?" National Library of Medicine. <https://www.ncbi.nlm.nih.gov/books/NBK552775/>. Accessed August 5, 2024)

Through Pratt's Faculty Mentorship Program, the Mentor can assist Mentees in:

- Shaping and elucidating their professional and scholarly activities (see Evidence: Professional and Scholarly Activities)
  - Identifying reasonably appropriate opportunities for institutional, school and departmental service engagements that can help position the Mentee for change in status and promotion in rank (see Evidence: Pratt Service Engagements).
  - Accessing established institutional, school, and union guidelines or standards pertinent to ARPT faculty actions, professional development and change in status and promotion in rank (see Guidelines, Standards and Resources).
- A Mentor who is appropriately of equal or higher status and rank than Mentees can share their direct experience to help Mentees navigate the ARPT process and prepare faculty action materials. As a peer, the Mentor can foster an engaging, reciprocal dialogue, and give detailed appraisals and suggestions for the entire range of required support materials (see Evidence: Recommended ARPT Materials).

Specific questions or concerns regarding schedules, deadlines and mechanisms for submitting applications via Interfolio should be referred to departmental PRC Chairs.

**Mentee**

Mentees are Part-Time Faculty members contemplating pathways for change in status and promotion in rank, in the process of preparing an ARPT application, or simply looking for connections and community to help them develop, articulate and frame their work in an academic setting. While Mentees are the beneficiaries (recipients) of the recommendations and support provided by the Mentor, they are both active participants who engage in a reciprocal dialogue as part of a wider, collaborative effort to propagate new knowledge and purpose beyond the formal review process.

In order to maximize the benefits of the Faculty Mentorship Program and the Mentor Mentee relationship, Mentees, in dialog with their Mentors should:

- Maintain and present an up-to-date curriculum vitae.
- Prepare and share evidence of professional and scholarly activities, teaching, and service engagements at Pratt.
- Organize and present examples of student work.
- Identify and articulate desirable pathways for professional development and academic advancement.

