

# History of Art and Design Department, Pratt Institute

## Peer Review Committee (PRC)

### Membership, Procedures, and Criteria for Candidates

After reading this guide, if you have any remaining questions or concerns about what should be included in your application, or when you should apply, you are encouraged to consult with a member of the current PRC, listed in **section B** below.

#### *A. Peer Review Committee Membership and Procedures*

1. The Peer Review Committee (PRC) is concerned with maintaining the academic and professional standards of HAD. To that end, the committee is responsible for:
  - i. reviewing and maintaining departmental policies regarding academic and professional standards as well as guidelines for promotion, reappointment, and change of status,
  - ii. reviewing HAD faculty dossiers related to promotion, reappointment, and change of status bids within HAD for the faculty ranks recognized by HAD, SLAS, and Pratt Institute,
  - iii. providing the Departmental Chairperson with recommendations regarding the viability of HAD promotion, reappointment and change of status bids
2. Additionally, the PRC is concerned with the review and recommendation of Emeritus/Emerita nominations for both full-time and part-time faculty who held tenure at the time of their retirement.
3. The PRC shall be comprised of at least three (3) but no more than five (5) faculty members and shall include a minimum of three (3) full-time, Tenured or Tenuretrack faculty members, at least one (1, but preferably more) of whom is a Tenured faculty member, and one to two (1-2) Adjunct faculty members, preferably one (1) with CCE status.
4. In order to be considered vested members of the HAD population, faculty must previously have undergone review by the PRC, i.e. Adjunct, CCE, and Tenured faculty are voting members of the department. Tenure-track faculty, because their

- hiring is the result of a nation-wide search, are also considered vested and voting members of the HAD faculty.
5. All members of the PRC must hold a PhD at the time of their election. In certain, rare, instances a faculty member who does not hold a PhD may be consulted by the committee but may not vote on any dossiers for faculty with PhDs.
  6. By May a ballot will be circulated if there are openings on the PRC. Members of the PRC serve three-year terms.
  7. Each member of the PRC possesses full rights to assess the promotion, reappointment, or change of status for applications received, regardless of their full-time, part-time, or tenured status. Each PRC member also possesses full rights to review and recommend Emeritus/Emerita nominations.
  8. Members of the PRC will recuse themselves from all Committee business for the year they are applying for promotion, reappointment, or change of status. In such cases, the recusing member will notify the PRC Chair by April of the previous year so that new member(s) may be elected. Normally nominations to Emeritus/Emerita status will be considered in the years following a faculty member's retirement. If a candidate is nominated sooner, they will also have to recuse themselves from the PRC.
  9. The Committee shall establish departmental guidelines and criteria (see **section C** below) for the review of all applications for promotion, reappointment, Emeritus/Emerita status and change of status and will publicize them to the faculty.
    - i. Such guidelines shall include, at minimum, evaluations of:
      - aa. teaching effectiveness
      - bb. professional competence
    - ii. The guidelines may also include evaluation of:
      - aa. service to the department, Institute, profession, and community
      - bb. other non-teaching responsibilities as appropriate to the individual candidate
  10. The deadlines established for promotion, reappointment, and change in status bids will conform to the deadlines set by SLAS and Pratt Institute.

11. The Committee will make its recommendations regarding applications within a reasonable timeframe and will forward those recommendations to the Department Chairperson according to departmental, SLAS, and Pratt Institute guidelines.
12. The PRC members will nominate a Committee Chairperson, who will be elected by the Committee for a two-year term. The PRC Chair will liaise with the Institute about faculty action deadlines, and be the initial point of contact for candidates. The PRC Chair will upload the final PRC letters to Interfolio.
13. The Committee shall nominate one of its members, who is not the PRC Chair, as Secretary for a two-year term. The PRC Secretary is responsible for running the election for new faculty members to serve on the Committee as soon as one or more spots open up, as well as forecasting potential recusals. The Secretary will also liaise with the HAD/Pratt Administration to keep accurate records of HAD voting faculty members each given year.
14. Each fall the workload for applications will be divided among PRC members. Depending on the volume of applications each PRC member will be assigned a candidate and will be responsible for keeping candidate's Interfolio information current for Committee consideration, including candidate's course evaluations, classroom evaluations, letters of recommendation, etc. Each PRC member will write at least one candidate letter, if the volume of applications warrants it.
15. These procedures and guidelines shall normally be reviewed every two to three years, as deemed necessary by the Peer Review Committee members.

***B. Peer Review Committee Current and Recent Membership***

1. 2024-2025 PRC Members: Anca Lasc (Chair), Diana Gisolfi, Agnes Berecz, Eva Diaz, Peter De Staebler
2. 2023-2024 PRC Members: Diana Gisolfi (Chair), Anca Lasc, Agnes Berecz
3. 2022-2023 PRC Members: Diana Gisolfi (Chair), Eva Díaz, Anca Lasc, Sarah Wilkins
4. 2021-2022 PRC Members: Eva Díaz (Chair), Heather Horton, Anca Lasc, Erika Morawski, Marsha Morton

***C. Criteria for Candidates on Promotions, Changes of Status, and Tenure***

1. General Guidelines:

When preparing to apply for a change of status or rank (faculty actions) or reappointment, applicants should consult the following resources:

- This document
  - Pratt Union Collective Bargaining Agreement (CBA)  
<http://www.prattunion.org/documents/contract/>
  - The Faculty Handbook <https://prattsenate.org/faculty-handbook/>
2. The mandate of the PRC is to make an initial recommendation based on the departmental faculty's evaluation of the merits of candidates' applications for promotion, reappointment, and change of status. These recommendations are then forwarded to members of the Pratt administration listed below. Each application is reviewed at the following levels:
- PRC, Department of the History of Art and Design
  - Chairperson, Department of the History of Art and Design
  - Dean of the School of Liberal Arts and Sciences
  - Provost
3. Copies of these letters are provided to the candidate once the application reaches the Dean.

Note: Change of status or promotion may or may not affect salary as that is determined by union contract. Salary can otherwise only be re-negotiated after a return to Pratt following at least one entire academic year of not working for the Institute.

#### 4. Requirements:

Once the Institute circulates details about faculty actions in mid-August, the PRC Chair will send the members of the HAD Department a deadline to submit a short Letter of Intent. The Letter of Intent should include the following information: the candidate's highest-earned degree, start semester and history of teaching at Pratt, current status and rank, the change in status and/or rank that the candidate is applying for.

The PRC Chair will inform the candidate the dates when the names/contact info for potential recommenders must be submitted to the PRC Chair (late summer for tenure applications, early fall for all others), as well as the Interfolio deadline.

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For all facultyaction applications, the file (completed on Interfolio) must include:

- A C.V.
- A letter of application outlining the candidate's qualifications
- A list of courses taught during the review period
- Syllabi for these courses
- Evidence of professional accomplishment, with supporting material
- Description of service to the HAD department, and/or to the School and Institute
- Classroom performance evaluation by member(s) of the Peer Review Committee
- Student course evaluations will also be read by the Peer Review Committee and Department Chair. These do not need to be submitted by the applicant.

#### 5. Change of Rank:

##### From Instructor to Assistant Professor:

- Minimum of two semesters (excluding summers) of successful teaching at Pratt.
- Ph.D. required.
- Demonstration of some professional activity in the field (lectures, reviews, and/or articles).

##### From Assistant to Associate Professor:

- Minimum of six continuous semesters (excluding summers) of successful teaching at Pratt at the Assistant Professor level.
- Ph.D. required.
- Recent scholarly activity and active professional engagement (peer-reviewed publications, lectures, curated exhibitions). Serving as a book editor is also evidence of professional engagement.
- Recommendations from colleagues. Submit five names with contact information to the Chair of the Peer Review Committee. Three of these names should be from the candidate's field, outside of Pratt, who can attest to your scholarly contribution; two of these names may be colleagues within Pratt who can attest to your contribution to the department and Institute.

##### From Associate to Professor:

- Minimum of six continuous semesters (excluding summers) of excellent teaching at Pratt at the Associate Professor level.
- Ph.D. required.
- Significant recent scholarly activity and active professional engagement. This should include a book by a peer-reviewed publisher as well as peer-reviewed

publications, lectures, and/or curated exhibitions. Essays and articles must be published in reputable journals and anthologies recognized by leaders in the field. Serving as a book editor is also evidence of professional engagement.

- Recommendations from colleagues. Submit five names with contact information to the Chair of the Peer Review Committee. Three of these names should be from the candidate's field, outside of Pratt, who can attest to your scholarly contribution; two of these names may be colleagues within Pratt who can attest to your contribution to the department and Institute.

#### 6. Change of Status:

i. Part-time candidates should exhibit the ability to teach a range of courses, especially if their academic expertise is already represented within the department.

#### Visiting to Adjunct:

- o Minimum of six continuous semesters (excluding summers) of successful teaching at Pratt at the Visiting Professor level.
- o Ph.D. required.
- o Recent scholarly activity and professional engagement (peer-reviewed publications, lectures, curated exhibitions).
- o Recommendations from colleagues. Submit five names with contact information to the Chair of the Peer Review Committee. Three of these names should be from the candidate's field, outside of Pratt, who can attest to your scholarly contribution; two of these names may be colleagues within Pratt who can attest to your contribution to the department and Institute.

#### Adjunct to CCE:

According to the CBA, "Prior to the completion of ten (10) semesters of service (as an adjunct), faculty members in this category shall make a decision as to whether or not they wish a full-time position. If they do not wish a full-time position after the tenth semester, they will not be reappointed to the adjunct faculty but may be appointed to the visiting faculty."

Therefore, Adjuncts should apply for CCE at the beginning of their ninth continuous semester (excluding summers) as an Adjunct since the application process requires a full academic year.

Candidates for CCE must demonstrate excellence in teaching and scholarship, as well as significant service to the department and Institute.

- o Ph.D. required.

- Evidence of recent, ongoing scholarly engagement through publications and conference presentations. This can include peer-reviewed articles in journals and anthologies, lectures, and curated exhibits. Serving as a book editor is also evidence of professional engagement.
- Evidence of excellent teaching. In addition to course syllabi and student evaluations, evidence for excellent teaching may include new courses developed or contributions to new majors, minors, and programs, etc.
- Evidence of significant professional engagement in the department and Institute. Service to the department may include participation in department, school, or Institute committees; advisement of student theses; organization of or participation in scholarly events and conferences at the Institute; serving on the Academic Senate or the Board of Trustees, etc.
- Recommendations from colleagues. Submit five names with contact information to the Chair of the Peer Review Committee. Two (or more) of these names should be from the candidate's field, outside of Pratt, who can attest to your scholarly contribution; three of these names may be colleagues within Pratt who can attest to your contribution to the department and Institute.

ii. Full-time positions are the result of national searches to which applications are submitted.

#### Tenure (Full-time):

Candidates for tenure must demonstrate excellence in teaching, scholarship through professional publications and activities, and service.

- Minimum of six years of excellent teaching at Pratt at the full-time level to be determined by a classroom evaluation by members of the Peer committee and student evaluations.
- Ph.D. required.
- Significant recent scholarly activity and active professional engagement. This must include a book by a recognized peer-review publisher as well as peer-reviewed publications in journals and anthologies, lectures, and/or curated exhibitions. Essays and articles must be published in reputable scholarly journals recognized by leaders in the field. Serving as a book editor is also evidence of professional engagement.
- Recommendations from colleagues outside of Pratt who can assess your scholarly contribution to the field. Submit eight names with contact information to the Chair of the Peer Review Committee. You

may include the name of a Pratt colleague who can attest to your contribution to the department and the Institute.