

Pratt Institute

Faculty Handbook

Pratt

Pratt Institute Faculty Handbook

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Foreword

This Faculty Handbook is intended to provide faculty members of Pratt Institute with a collection of the current policies and procedures of Pratt Institute. This Handbook reflects Institute policy at the date of publication and is subject to change.

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.

Pratt Institute is a unique undergraduate and graduate college, with faculty requirements and needs differing from a liberal arts institution. Faculty members at Pratt are required to exhibit creativity and flexibility in their roles and responsibilities both inside and outside the classroom and studio. Pratt's faculty members are prominent in many fields and initiate much of the academic and innovative activity at the college

Part 1

Pratt Institute Organization and Governance

Mission

The mission of Pratt Institute is to educate and stimulate individuals to be creative and responsible artists and professionals in art, design, architecture and information and library science, working for the benefit of society. Blending theory, advanced technology and practical experiences with high professional, ethical and humanistic standards informed by the liberal arts and sciences, Pratt seeks to enhance creative aptitude, foster individuality, and instill in its graduates aesthetic judgment, professional knowledge, collaborative skills and technical expertise. Graduates are prepared to realize their talents pursuing successful careers and advancing the frontiers of their professions. Pratt enrolls a diverse body of dedicated and talented students, drawn from a variety of social, economic, ethnic, racial, geographic and cultural backgrounds, whose natural intelligence, creativity and problem solving abilities are challenged and enlarged to produce graduates of outstanding ability.

History and General Organization

For more than 100 years, 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 graduates hundreds of America's leading artists, architects, designers, librarians, information scientists and urban planners, linking the Institute's academic programs with many of the most successful professional firms and practitioners in those fields. Each year thousands of exceptionally able and talented students from every state in the union and dozens of foreign countries come to Pratt to take part in its extraordinary academic and artistic life. Most go on to rewarding careers in business, industry, government and the professions, their lives having been changed positively by their Pratt experiences.

Pratt's 25 acre park-like Brooklyn campus and its New York City site are conveniently located near the heart of Manhattan, 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. Pratt Institute is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Post-secondary Accreditation. The School of Art & Design is an accredited member of the National Association of Schools of Art and Design. The School of Architecture's degree programs are accredited by the National Architecture Accreditation Board. The undergraduate Interior Design program is accredited by the Foundation for Interior Design Education Research. The graduate program in Library and Information Science is accredited by the American Library

Association. The graduate program in Creative Art Therapy is approved by the American Art Therapy Association.

Board of Trustees

The board of trustees is the legal governing body of Pratt Institute, responsible for assuring 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 articulating general 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. He or she 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 Student Life, Finance and Administration, Institutional Advancement, and Enrollment Management.

Senior 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 when the president is absent or not available and administers the campus in the absence of the president. 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 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, campus exhibitions, and academic computer support services. In addition to the deans of each school and the dean of Libraries, the following administrators report to the provost: director of Continuing and Professional Studies, director of Exhibitions, director of Academic Computing, the registrar, director of Pratt Institute Center for Community and Environmental Development, and director of Higher Education Opportunity Program.

Vice President for Finance and Administration

The vice president for Finance and Administration assumes oversight for institutional administrative services and all budget monitoring and control for campus facilities; he or she also relates closely to the Board of Trustees Finance Committee. Reporting to the vice president for Finance and Administration are the comptroller, bursar, director of Budget, director of Human

Resources, director of Administrative Computing, Food Service, Art Supply/Bookstore, director of Security, the director of Physical Plant and the Director of Research.

Vice President for Enrollment Management

The vice president for Enrollment Management, working with the various deans and chairs, is responsible for recruiting and admitting students to the Institute. In addition, the vice president for Enrollment Management guides the Institute on setting and achieving strategic enrollment goals and on improving the quality of admitted students. Reporting to the vice president for Enrollment Management are the directors of Undergraduate Admissions, Graduate and International Admissions, Recruitment and Transfer Admissions, Academic Marketing, and Financial Aid.

Vice President for Student Life

The vice president for Student Life is responsible for the overall quality of student life, including health services, residence halls, and student activities. Reporting to the vice president for Student Life are the Campus Ministries and the directors of Career Planning and Placement, International Student Affairs, Recreation, Residential Life, Student Activities, Counseling Services and Health Services.

Vice President for Institutional Advancement

Under the direction of the president, this position has primary responsibility for planning and directing fundraising strategies and programs to enhance awareness of the Institute's accomplishments in order to support marketing, admissions recruitment efforts, and community outreach. Responsibilities include internal and external communications including media relations and advertising, Institute publications, Institute public events, and alumni relations and database development. The director of Development, the director of Public Relations, the director of Publications and the director of Annual Giving and Alumni Resources report to this vice president. The Office of Institutional Advancement is the office responsible for overseeing all private and public fundraising.

Vice President for Governmental and Community Relations

Under the direction of the vice president for Institutional Advancement, the vice president for Government and Community Relations administers the Institute's community development initiatives, including urban education programs for neighborhood youth, and seeks support from both governmental agencies and from select members of the Pratt area financial and business communities.

Incapacity of Vice Presidents or Provost

In the event of the incapacity of a vice president or provost, the president will be responsible for taking the appropriate action in consultation with the deans, chairs and appropriate faculty representatives.

Academic Administration: Deans

The academic units of the Institute are the School of Architecture, the School of Art and Design, the School of Information and Library Science, and the School of Liberal Arts and Sciences. All schools and the Library 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 dean 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.

Duties of the Deans of the Schools

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

- providing leadership and being responsible for the academic, administrative, and budgetary operations of the appropriate 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;
- being responsible for reviewing performance of department chairs, tenured, and non-tenured faculty on a regular basis;
- developing undergraduate and graduate curricula, internships, field experiences, independent studies, study abroad opportunities, honors pro-

grams, 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 his or her school to the provost and the other deans, by regular attendance at deans 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 in consultation with appropriate members of the academic community, and then discussed with the appropriate dean. A full review of each dean's appointment will be conducted no less frequently than at five-year intervals.

Incapacity of Deans

If the provost determines that incapacity of a dean exists, the provost will be responsible for taking the appropriate action in consultation with the chairs and appropriate faculty representatives.

Academic Administration: Chairs

Chairs of departments report to the deans of their respective schools. Chairs have academic and administrative responsibility for their respective departments. They have a special charge to foster 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;

- supervising the administrative functions and educational programs of the department;
 - assigning faculty teaching loads and schedules in accordance with Institute policies and agreements; these assignments are verified by memoranda issued at the start of each semester;
 - recruiting, employing, and supervising part-time faculty who are active practitioners in their fields and who are, or have the potential to become, outstanding teachers; reviewing and recommending all full-time faculty appointments;
 - reviewing and submitting recommendations on all faculty personnel actions;
 - supervising and managing all departmental budgets;
 - recruiting and advising students and maintaining their departmental advisement records;
 - teaching a minimum of one course per semester within the departmental curriculum.
- Appropriate exceptions may be made at the discretion of the dean;
- 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.

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 no fewer than five faculty members, with a majority of the members chosen by and from the department in consultation with the dean. The remaining committee members, and chair, will be appointed by the dean in consultation with the departmental faculty. The search committee recommends the chair candidates to the dean, the dean to the provost, and the provost to the president. 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. For those chairs currently without letters of appointment, letters of appointment to three-year terms will be provided.

Except in cases of gross misconduct, 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 no more than one additional year.

Chair Review and Evaluation

All chairs will be evaluated by their dean one semester prior to the expiration of the chair's current administrative appointment, or whenever evaluation is deemed necessary by the dean.

Evaluation procedures will include faculty and provost consultation and will be conducted via a method agreed to by both the dean and the chair. The criteria for evaluation will be based upon the chair's responsibilities as enumerated in this document. The results of the review and evaluation will be determined by the dean, who will notify the chair.

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, all current chairs who are part-time faculty will become full-time faculty upon their return to the faculty, and all new chairs appointed 99/00 or beyond who are part-time faculty members and have served a minimum of six years as chair will become full-time faculty upon their return to the faculty.

All chairs who are part-time faculty may apply for any full-time faculty position that may become available within their area of expertise regardless of their years of service as chair.

Chair Participation in Policy Discussions and Decision Making

The deans council includes one representative chair from the School of Architecture, one from the School of Liberal Arts and Sciences, and two from the School of Art and Design. Each chair will be selected by her/his dean and will serve one semester. It is expected that the dean will rotate chair representatives throughout the school. The provost retains the right to convene the deans council in

executive session (that is, with deans only) when necessary.

In addition, the provost will convene a meeting with all chairs and deans each semester. The purpose of this meeting is to discuss departmental, school and Institute progress, issues, policies, opportunities and priorities.

The senior staff and deans council will strive conscientiously to include chair representation and/or involvement on all appropriate committees, task forces and special studies.

Incapacity of Chairs

In the event of the incapacity of a chair, the dean will take necessary action to ensure the continued functioning of the department, including the appointment of an interim chair, following appropriate consultation with the department's faculty.

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 other Institute group.

The Academic Senate

This general description of the academic senate focuses on its structure and role in Institute governance. The majority of this information is taken from the Academic Senate Bylaws.

Functions of the Academic Senate

The academic senate has two primary functions:

1. to assist in the governance of the Institute and to advise the Board of Trustees, the president, the provost, and the deans — as appropriate — in the creation of policy and/or its implementation; and
2. to speak as the primary voice of the faculty of the Schools of Architecture, Art and Design, Information and Library Science, Liberal Arts and Sciences, and the Library.

Responsibilities of the Academic Senate

Responsibilities include, but are not limited to, the following:

- recommending and approving academic policies and procedures which have an impact on academic quality and integrity;
- reviewing structures of programs, curricula, and schools;
- providing for appropriate review of course additions and changes;
- facilitating the process of the development and implementation of academic initiatives;
- reviewing academic services;
- establishing committees on appropriate issues;
- interviewing prospective deans, vice-presidents, provosts, and presidents;
- appointing faculty members to the Board of Trustees' standing committees;
- nominating a faculty trustee;
- appointing faculty and chair membership to Institute search committees as requested.

Composition of the Academic Senate

The senators, elected to serve for three-year terms, will be approximately eighteen to twenty in number and shall be drawn from each of the Institute's schools and the library.

Constituencies of the Academic Senate

- Full-time faculty: at least one full-time faculty member from the Library and each of the schools of the Institute: Architecture, Art and Design, Information and Library

Science, and Liberal Arts and Sciences. In schools with more than twelve full-time faculty, there will be one representative for each twelve or major fraction thereof.

- Part-time faculty: four part-time faculty members elected from the School of Art and Design; two part-time faculty members elected from School of Architecture; and one part-time faculty member elected from the remainder of the part-time faculty (the School of Liberal Arts and Sciences, the School of Information and Library Science, and the Library). These numbers represent a proportional representation at the ratio of approximately 1 to 70.

- Chairs: one chair from each of these undergraduate and graduate units of the Institute: Undergraduate Art and Design, Graduate Art and Design, Undergraduate Architecture, Graduate Architecture; and one chair representing the School of Liberal Arts and Sciences, the School of Information and Library Science, and the Library combined.

- Alternate member: in the event that a senate position becomes vacant, the person receiving the next highest number of votes for that position will become the representative, provided that the voting body and the pool of potential nominees remains the same. An interim election will be held if either the voting body or the pool of potential nomi-

nees has changed significantly as determined by the executive committee of the academic senate.

Eligibility for Membership on the Academic Senate

- Faculty: full-time, adjunct, and visiting faculty;
- Chairs: Those who teach regularly scheduled classes in their subject areas.

Officers of the Academic Senate: President; Vice-President; Secretary

- These officers (who serve three-year terms) constitute the executive committee of the academic senate. The executive committee is elected by secret ballot of the newly constituted senate. Passage of actions may be by majority of the executive committee.
- The executive committee will verify the standing committees, and create and coordinate a master schedule of senate and standing committee meetings for each academic year. Each officer serving on the executive committee will receive release time or its equivalent. The president of the senate will receive one half of a full-time load as release time, or its equivalent (per semester); and the vice president and secretary will each receive one quarter of a full-time load as release time, or its equivalent (per semester). Normally release time for all faculty members will not

exceed half of a full-time load in any given semester. When equivalent compensation is paid in lieu of release time, it will be paid as a stipend based on the minimum part-time contact hour rate for the faculty member's rank.

- The executive committee has the authority to act when the senate is not in regular session; however, reasonable effort to poll senate members is expected.
- If the president is chosen from among the members of the senate (as opposed to the faculty-at-large), the replacement shall be the alternate member.
- The president of the academic senate will preside over all senate meetings and supervise any senate staff. In addition, the academic senate president will represent the academic senate at the Institute president's senior staff meetings and at meetings of the board of trustees.

Administrators' Relationship to the Academic Senate

- The president of the Institute, the provost, and other administrative officers shall be invited, at appropriate times, to meet with the senate.
- Relevant administrators may not stand for election as senators or vote in senate elections, but depending on their area of expertise will be asked to serve on ad hoc or standing committees as ex-officio (non-voting)

members according to procedures outlined below.

Specific Duties and Powers of the Academic Senate

- The academic senate may review courses and programs at Pratt Institute and may recommend that courses and programs be introduced, accepted, rejected or discontinued. It also makes recommendations in the composition of major search committees and task forces established by the administration.
- The senate may request from the president of the Institute, or the provost, as appropriate, a formal response to any study, recommendation, or action sent forward for special consideration by the administration.
- The senate may establish ad hoc committees and may also recommend issues to be taken up by the standing committees.
- Additional standing and ad hoc committees of the academic senate will be established as needed, to be determined by the academic senate. Committees other than the executive committee may have non-senate members serving in an ex-officio capacity.
- It is expected that senators will report to colleagues on the major issues discussed or being considered by the senate. A news bulletin will be published campus-wide each semester noting the actions taken by the senate.

Senate Meetings

The quorum for academic senate meetings is sixty percent (60%) of elected members.

Regular meetings will be held biweekly during the fall and spring semesters, or as often as deemed necessary by the executive committee.

The academic senate will convene at least once, after the eighth week of each of the fall and spring semesters, a meeting of the faculty and chairs, presided over by the president of the academic senate. Presentations on issues regarding the Institute and academic governance will be made by the president of Pratt Institute and the president of the academic senate. It is the responsibility of the senate to set the agenda for this meeting.

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the academic senate in all cases where they are not inconsistent with these bylaws and any special rules of order the senate may adopt.

Standing Committees of the Senate

Each senator, with the exception of the president of the senate, will serve on one of the standing committees. All standing (and ad hoc) committees of the senate should have membership from each school, generally in the same proportion as their senate member-

ship. Members will serve one-year terms and may be appointed to a second term. Committees will select a chair who will report to the senate and will maintain records of the actions taken. The following standing committees report to the senate.

- Academic Programs and Policies, which examines educational goals and policies, including but not limited to the following: curriculum study and development; proposals for all course additions, course changes, and degree programs (passing on its recommendations to the senate for its consideration); and academic policies and procedures relating to instruction. Membership of the committee consists of five senators. The committee consults with appropriate student, staff, and administrative representatives.

- Academic Initiatives, which engages in the exploration of academic ideas, examines their desirability and their institutional impact, and seeks to ensure the academic integrity of newly approved initiatives.

- Academic Support, which reviews and makes recommendations on all non-instructional aspects of academic services and activities, including coordination of the nominations for the annual Distinguished Teacher award, and advisory assistance with policies and procedures included in this handbook, admissions standards, scholarships, student honors and awards,

and honorary degrees.

- Nominations and Elections, which appoints nominees for senate standing and ad hoc committees and for committees of the board of trustees. It conducts the elections for officers and senators of the academic senate.

Other Business of the Senate

Faculty representatives on the standing committees of the board of trustees, appointed by the senate, are expected to report to the senate regarding matters that come before their committees. Some of these matters the senate may deem appropriate for senate study and action.

School Committees

The dean of each school shall conduct elections for the various committees for that school.

School Committee on Academic Standing

The Committee on Academic Standing reviews and recommends changes in policies and procedures relative to the scholastic standing of students, and recommends to the dean action to be taken concerning probation, dismissal, or suspension of students falling below minimum standards in academic study and/or professional conduct. The committee reviews student academic progress and recommends such actions as probation, dismissal, or suspension of students, and hears appeals of dismissed students.

Curriculum Review Procedures

The faculty of each school, and/or each department, together with the department chairs and dean are required to establish appropriate policies and procedures for the review of curricula. These school or department curriculum committees will study and make recommendations to the dean concerning the introduction, modification, or abolition of courses of instruction, curricula, or programs of study leading to degrees and certificates.

Proposals for course and curriculum changes are normally prepared and presented to the dean by the academic departments. Proposals for changes must be submitted with syllabi, course descriptions, grading and evaluation requirements, and other appropriate documentation, including impact on existing credit distribution and requirements, needs and changes in faculty staffing and departmental equipment, and budget implications.

Faculty proposals for course and curriculum changes should be submitted using the standard form issued jointly by the provost and by the senate Academic Programs and Policies committee, and available in the dean's office. To ensure a timely review, proposals should be submitted to the dean's office for review no later than October 15 of the

year prior to the academic year in which they are proposed to be implemented.

Following approval by the dean, these curricular proposals are forwarded to the provost's office for simultaneous reviews by the deans council and the academic senate.

Departmental Committees on Appointment, Reappointment, Promotion, and Tenure

In accordance with the terms of the Collective Bargaining Agreement (article 16), the faculty members in each department are responsible for establishing a peer committee to:

- Develop criteria of eligibility, fitness, and evaluation of their peers;
- Set up procedures to assure that these criteria are followed;
- Review and recommend faculty in the first stage of the process for appointment, reappointment, promotion and tenure.

Part 2

Policies and Procedures Relating to Full-Time Faculty

Academic Titles, Rank, and Status

See also CBA, articles 15 and 16.

The following are the only 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

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; tenured; and half-time.

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 or dean of the school and the appropriate dean. 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 professional competence in the areas of teaching, creative and scholarly work, professional activity, and service to the Institute.

Associate Professor

Associate professors will hold the terminal degree or equivalent professional distinction appropriate to their disciplines.

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, professional activity, and service to the Institute. Regional recognition by peers is a demonstration of notewor-

thy 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.

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 professorial rank is reserved for those faculty whose excellence is recognized by peers within the Institute and peers external to the Institute.

The rank of professor is a mark of recognition and honor reserved for the mature and seasoned teacher whose scholarship or professional attainments 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 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 those he/she deems qualified 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, the nomination will be forwarded to the president for presentation 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-Tenured

In accordance with the terms of the collective bargaining agreement, full-time faculty are evaluated and appointed annually during the required probationary period. Reappointment letters or notice of non-reappointment for all non-tenured full-time faculty are issued in accordance with the terms of the CBA.

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.

Half-Time

See CBA, Article 21.1(f)

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.

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. Administrators may only be granted faculty tenure as members of a department/school. 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 5*)

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 to establish administrative procedures for the recruitment process.

In accordance with the terms of the collective bargaining agreement (article 22.2), if a faculty member with CCE and with expertise in the field of the open position applies for the position, that faculty member will be among the finalists for the position. If the faculty member with CCE is awarded the full-time position, he/she will be given the same rank which he/she held as a part-time faculty member.

In accordance with the terms of the collective bargaining agreement (article 16), the departmental peer committee or a 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 his/her recommendations to the dean. The dean will consult with the provost as needed, and then make the final appointment. No representative of the schools may make any final commitment to a prospective faculty appointee without the written approval of the appropriate dean, who must have prior written approval from the provost.

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 him or her 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 CBA, Article 19

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.

Faculty Evaluation

See CBA, Article 16

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. A faculty member of Pratt Institute is an artist-teacher or a scholar-teacher held in high regard

for achievements in either or both categories.

Faculty are evaluated by the administration with the following criteria:

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

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.

Creative and Scholarly Work and 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 his/her 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 for quality services rendered 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 his or her 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 CBA, Article 16

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 faculty should participate in the process of student evaluation of courses. Prior to the conclusion of each semester, department evaluation forms for student response will be distributed to each class and completed forms forwarded to department offices. Faculty may not review them until the semester is over and grades have been submitted to the registrar through the department chair. Both the departmental peer committee and the chair should review the student

evaluations as part of the annual evaluation process. The original survey forms should be forwarded to the file of record in the Office of Human Resources.

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

See CBA, Article 16

All faculty on tenure-track should be evaluated annually 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 for the year. 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, he/she 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 CBA, Article 16

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 of evaluations, recommendations, and supporting data to the president, who confers with the provost;
- recommendation by the academic affairs committee of the board of trustees and by the full board of trustees.

Any 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 résumé;
- 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.

As a routine part of the promotion process, evaluators at all stages of the process may review the faculty member's personnel file.

Tenure

See CBA, Article 29

Tenure means the right of a

faculty member to hold his or her 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 aesthetic 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 are eligible for tenure, 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, the chair, the dean, the provost, the president, and the 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, chosen by the peer committee and/or the chair;
- 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 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 or trimester.

Candidate's Right of Review and Withdrawal

Candidates for tenure have the right to withdraw their applications at any stage during the tenure process prior to action by the president. Notice of withdrawal of application for tenure must be made in writing to the provost.

All tenure candidates are entitled to discuss the reasons for their denial with the provost.

Part 3

Policies and Procedures Relating to Part-Time Faculty

Academic Titles, Rank, and Status

See CBA, article 15

The following are the only authorized academic titles.

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

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
- 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 professional competence in the areas of teaching, creative and scholarly work, professional activity, and service to the Institute.

Associate Professor

Associate professors will hold the terminal degree or equivalent professional distinction appropriate to their disciplines.

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, 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.

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 professorial rank is reserved for those faculty whose excellence is recognized by peers within the Institute and peers external to the Institute.

The rank of professor is a mark of recognition and honor reserved for the mature and seasoned teacher whose scholarship or professional attainments 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 are eligible for nomination to emeritus/emera 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/emera status will be considered in the year following the faculty member's retirement or in any year thereafter.

Emeritus/emera 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 those he and she deems qualified for emeritus/emera 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, the nomination will be forwarded to the president for presentation to the academic affairs committee of the board, and then to the board of trustees. Conferral of emeritus/emera status may be made only by the board of trustees.

Emeritus/emera 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

Visiting Status

In accordance with the CBA (section 22.5), 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/knowledge of the faculty member, and the additional services he and she 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 is 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.

Subject to provisions stated in the CBA, all current chairs who are part-time faculty will become full-time faculty upon their return to the faculty, and all new chairs appointed 1999/2000 or beyond who are part-time faculty members and have served a minimum of six years as chair will become full-time faculty upon their return to the faculty.

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 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.

Once the new part-time faculty member accepts the appointment and completes the requisite new-hire paperwork, the Office of Human Resources will provide him or her 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 19

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 CBA, article 19

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 administration according to the following criteria:

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

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;
- 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.

Creative and Scholarly Work and 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 his/her 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;
- 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 for quality services rendered 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 assign-

- ments (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;
- 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 and to serve as a department or school advisor for students majoring in his or her area, 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).

Evaluation Process

See CBA, article 16

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 should participate in the process of student evaluation of courses. Prior to the end of each semester, evaluation forms for student response will be distributed to each class and completed forms forwarded to department offices. Faculty are encouraged to review them and keep copies after the semester is over and grades have been submitted to the registrar through the department chair. Both the departmental peer committee and the chair may review the student evaluations as part of the annual evaluation process. The original survey forms should be forwarded to the file of record in the Office of Human Resources.

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 CBA, article 16

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 by the academic affairs committee of the board of trustees and by the full 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 résumé;
- 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.

As a routine part of the promotion process, evaluators at all stages of the process may review the faculty member's personnel file.

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.

Part 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.

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.

Nondiscrimination Policy

Pratt Institute is committed to maintaining an environment in which students, faculty and staff can pursue academic, artistic and professional excellence. This environment can be secured only through mutual respect and unconstrained academic and professional interchange among faculty, staff and students. Under the Civil Rights Act of 1964, Title IX of the Educational Amendments

of 1972 and Pratt Institute policy, the faculty of the Institute are entitled to participate in and obtain the benefits of Institute programs, activities and employment without being discriminated against on the basis of their race, color, religion, creed, ancestry, national origin, disability, age, sex, veteran's status, marital status, or sexual orientation.

Statement of Equal Employment Opportunity (EEO)

Pratt Institute is committed to equality of opportunity for all faculty members and applicants with regard to all employment decisions, including hiring, promotion, tenure, benefits, discipline, and termination.

No faculty member or applicant for a faculty position will be discriminated against because of race, color, religion, creed, ancestry, national origin, disability, age, sex, veteran's status, marital status, or sexual orientation.

The director of human resources serves as the EEO Officer of the Institute and is responsible for ensuring compliance with this policy and with all applicable federal, state and local laws, regulations, and orders.

Teaching

Course Offerings and Syllabi

Course offerings are planned and decided upon by the department or school involved. It is the responsibility of the chair to call a meeting each year so that the faculty members of the department or school can discuss and determine the course offerings for the next year. All course offer-

ings 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. New course proposals must be presented to the curriculum committee, or the chair/dean, after consultation with the Registrar, and then sent on to the senate academic program and policies committee and to the deans council for approval by both bodies.

In the fourth week of the spring semester, the registrar will submit a request for the next year'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 (course goals, list of topics/projects, requirements, assignments, evaluative mechanisms with percentage, reading and viewing lists, etc.) for each of his/her courses for the forthcoming semester. These syllabi will reflect adequate coverage of departmentally developed curriculum basics 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, establishing course objectives and requirements, 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; and assigning and reporting grades in a timely fashion.

Academic Calendar

Each year, the academic calendar committee 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 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 between the fall and spring semesters. Such obligations may include, but are not limited to: preparation for teaching, including formulation of syllabi; 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.

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 his or her 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 make alternative arrangements; he or she should contact the department, or the office of the appropriate dean, or, failing that, the office of the provost so that students can be notified, and a substitute arranged, if appropriate. For classes meeting after established administrative office hours, the instructor has the responsibility for notifying the students before the cancellation, and/or arranging for a substitute teacher.

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

Each faculty member should establish regular and adequate office hours so distributed throughout the week as to be of maximum convenience to the students. One office hour per course per week is considered the minimum. Additional office hours will normally be needed during registration, advising, and examination/crit 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.

Examinations/ Final Critiques

The Institute requires that a final examination/critique be administered in every course, although the structure of the final examination/crit is at the discretion of the faculty member. The Institute also requires that every class meet at the official examination/crit time established by the office of the registrar. Waiver of final examination/crit requires the approval of the chair and the dean.

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 school dean or 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 appropriate 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 two business days after the last scheduled class meeting/exam.

Student Advisement

Faculty Availability

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

Faculty Member as Mentor

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 his or her 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, our teachers may be invited as guests, as adjunct faculty, or as performers at nearby 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 his or her responsibilities as a full-time faculty member, must obtain the prior permission of his or her 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.

Employee Conflict of Interest

The Institute does not prohibit the appointment or retention of near relatives on the faculty or staff. However, the Institute prohibits anyone participating in decision-making where a conflict of interest (connected to a relative or for other reasons) exists.

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

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 his or her application, evidence of creative or scholarly activity, or other academic achievement to support the program of work which he or she plans for the sabbatical period, and show that this proposed program will accom-

plish 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.

Stipend

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.

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, if appropriate, since last sabbatical;
- 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 provost's office prior to September 1 of each academic year. The appropriate dean will forward his/her recommendation and copies of all applications received to the deans council for review. Following deans council review, the provost makes sabbatical recommendations to the president, who then forwards his/her recommendation to the board of trustees. Notification of the board of trustees action is made to all sabbatical appli-

cants 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 his/her 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.

Leave 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 administration. 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, dean and provost, the leave of absence will be submitted to the board of trustees for final approval.

Medical Leaves

The Family Medical Leave Act covers a variety of situations. Faculty should check with the Office of Human Resources for details regarding medical leaves.

Leaves and Years in Service

A faculty member on a board-approved leave of absence will maintain his/her 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, to include the probationary period for tenure.

Part 5

Procedure to Revise the Pratt Faculty Handbook

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 the deans council, the provost will forward the proposal with his/her 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.

Part 6

Institutional Policies of Pratt Institute

The following statements are excerpts from existing Pratt Institute policies, many of which were written for other audiences. Each policy shows its origin, and the source for additional information.

Academic Standards

*Excerpted from the 2000-2001
Pratt Student Handbook.*

Absolute integrity is expected of every member of the Pratt community in all academic matters, particularly with regard to academic honesty. Students and faculty are expected to be familiar with and observe the following standards and policies as well as the procedures to address infractions or resolve disputes.

Academic Honesty Code

When a student submits any work for academic credit, he and she makes an implicit claim that the work is wholly his/her own, done without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit in any area. Students are free to study and work together on homework assignments unless specifically asked not to by the instructor. In addition, students, especially international students, are encouraged to seek the editorial assistance they may need for writing assignments, term papers and theses. Our Writing and Tutorial Center staff is always available to clarify issues of

academic standards and to provide writing and tutorial help for all Pratt students. In the case of examinations (tests, quizzes, etc.), the student also implicitly claims that he and she has obtained no prior unauthorized information about the examination, and neither gives nor obtains any assistance during the examination. Moreover, a student shall not prevent others from completing their work.

Examples of violations include but are not limited to the following:

- the supplying or receiving of completed papers, outlines or research for submission by any person other than the author;
- the submission of the same, or essentially the same, paper or report for credit on two different occasions;
- the supplying or receiving of unauthorized information about the form or content of an examination prior to its first being given, specifically including unauthorized possession of exam material prior to the exam;
- the supplying or receiving of partial or complete answers, or suggestions for answers, of assistance in interpretation of questions on any examination from any source not explicitly authorized (including copying or reading of another student's work or consulting notes or other sources during examinations);
- plagiarism. (*see definition of plagiarism on page 46*);

- copying or allowing copying of assigned work or falsification of information;
- unauthorized removal or unnecessary “hoarding” of study or research materials or equipment intended for common use in assigned work, including the sequestering of library materials;
- alteration of any materials or apparatus which would interfere with another student’s work;
- forging a signature to certify completion of a course assignment or a recommendation and the like.

Alleged Violations of Academic Standards

Allegations of academic infractions will be judged by a committee of faculty and students from each school at Pratt. The committee is responsible for assessing charges of academic violations (as well as hearing academic grievance cases as noted above), evaluating evidence, passing judgment and recommending a penalty, when appropriate. Penalties may include a letter of warning, probation, suspension from classes, restricted participation in campus activities and/or use of facilities, or dismissal. Individuals have the right to appeal the decision of a school committee.

Copies of detailed procedures for school committee hearings, grievances and the appeals process are available in the office of the dean of each school.

Add/Drop Policies

Excerpted from the policies of the Registrar’s Office.

Students may make an initial registration or add classes to their schedule during the first two weeks of classes as stated in the calendar.

Students may drop classes with no record of the class appearing on the transcript for the first two weeks of classes as stated in the calendar.

Students may withdraw from class with a grade of WD recorded through the middle of the eleventh week of class as stated in the calendar.

Students who attend past the last day to withdraw from a class must keep the class on their schedule and they are subject to the grading policies as stated in the syllabus.

Students who unofficially drop out of a class may apply for a retroactive withdrawal grade. The student's eligibility for a grade of WD will be determined by the last date of attendance in the class. Any student who attends and/or fails to withdraw from a class on or after the first day of class is subject to the financial penalties in effect at the time of formal withdrawal from the class.

No student will be permitted to register for a class after the second week of classes.

Alcohol and Substance Abuse Policies

Excerpted from the pamphlet “What You Should Know About Alcohol and Substance Abuse Policies at Pratt.”

The complete Alcohol and Substance Abuse Policy is available from the offices of the vice president for Student Life, the director of Residential Life, the director of Human Resources, the deans, and the provost.

Standards of Conduct that Protect Everyone

Pratt has adopted a clear set of standards governing the use of alcohol and illicit drugs by students, faculty and staff. They can be summarized as follows: The unlawful possession, use or distribution of illicit drugs on Institute premises or at Institute activities is strictly prohibited. The sale, service, possession, and consumption of alcoholic beverages on Institute premises or at related Institute activities must comply fully with all federal, New York State and appropriate local laws.

At all activities at which alcohol is to be served or sold, the sponsoring individual or group will be responsible for compliance with all relevant Institute regulations as well as federal, state, and local laws. A zero tolerance policy will be enforced regarding the consumption of alcohol by minors.

How are the Alcohol Standards Administered and Enforced?

The Alcohol and Drug Education Council has the responsibility to plan education programs, and review, update and ensure the enforcement of the standards of conduct. The Institute will take appropriate actions to enforce these standards of conduct. To further its educational mission, the Institute will seek to assist those with alcohol and/or drug-related problems to obtain counseling and support services and to participate in rehabilitation programs. The Department of Student Activities is responsible for developing specific policies and procedures governing activities and facilities usage with regard to alcoholic beverages. Individuals or groups must contact this office in advance when alcoholic beverages are to be served or sold.

When Problems Arise, Counseling Is an Important First Step

The Institute is committed to helping those with alcohol and/or drug-related problems to identify counseling services, support services, and rehabilitation programs. A network of confidential counseling services is available to students, faculty, and staff through Pratt, its unions, and various New York City and New York State agencies.

When Disciplinary Action is Required

Employees who are suspected of violating Institute policies are subject to disciplinary processes in accordance with collective bargaining agreements and general administrative procedures. Disciplinary sanctions may include: warning, suspensions, and termination of employment. It should be noted that nothing contained in this policy is meant to abrogate or conflict with established rights and procedures under existing collective bargaining agreements with the unions.

What the Law Says about the Use of Drugs and Alcohol

The unlawful possession, use or distribution of illicit drugs and alcohol are punishable by harsh sanctions by the United States government and by the State of New York. Please note the following:

- Where illicit drugs are involved, the seriousness of the offense and the penalty imposed upon conviction usually depend upon the individual drug and the amount of the drug held or sold.
- A person need not be in actual physical possession of a controlled substance to be guilty of a crime.
- The presence of certain controlled substances in open view may be considered evidence of possession.

The Institute will cooperate with relevant federal, state, and local authorities regarding the prosecution of employees or students who violate such laws. At all events at which alcohol is served or sold, the sponsoring individual or group is responsible for compliance with all federal, state, and local laws and regulations regarding alcoholic beverages. For a more thorough discussion of the penalties associated with the use of illicit drugs, and their uses and effects, please see Section II of the pamphlet noted above, available in the Student Affairs office.

Understanding and Respect

The policies and procedures addressed here have been carefully crafted to assure that your association with Pratt Institute is a safe, rewarding, and fulfilling one. It is the responsibility of each of us to understand the responsibilities of the Institute and to respect the rights of every student, faculty member, and employee.

Counseling and support services are available. Contact the offices of Human Resources and the Vice President for Student Life for additional assistance.

Attendance and Religious Beliefs

Excerpted from the 2000-2001 Pratt Student Handbook.

Pratt Institute recognizes and respects the diversity of its

students and faculty and their respective religious obligations and practices. The Institute will therefore make every effort to afford all individuals appropriate opportunity to fulfill those religious obligations and practices. With the concurrence of the appropriate deans and academic administrators, students will have the opportunity to make up examinations that are missed because of religious obligations and practices.

Attendance Policies

Excerpted from the 2000-2001 Pratt Student Handbook.

Faculty are required to take attendance for all students in all course sections. Updated attendance rosters are produced four times per term, usually once per month. Faculty are required to submit completed attendance rosters to the Registrar's Office for permanent storage. Attendance records are used for several purposes including the evaluation of late requests for withdrawal and determination of last date of attendance for the proper return of Title IV monies to the government.

The continued registration of any student is contingent upon regular attendance, the quality of work and proper conduct. Irregular attendance, neglect of work, failure to comply with Institute rules and official

notices, or conduct not consistent with general good order are regarded as sufficient reasons for dismissal. There are no excused absences or "cuts." Prompt and regular attendance is expected of all students. If, in the instructor's judgment, a student's conduct is not consistent with general good order, the student's grade may be affected.

Career Services

Excerpted from the 2000-2001 Pratt Student Handbook.

Faculty may refer students to the Career Planning Office, which offers career counseling and academic advisement; résumé and portfolio development; screened job referrals; on-campus recruiting; summer, art-related and general job listings; job referral tapes; career resource lists; and publications written especially for arts fields. In addition, the Career Services website, at www.pratt.edu/career, provides a myriad of information including workshop, company presentation and interview schedules, portfolio advice, listings of publications and links to other helpful sites.

Class Rosters

Excerpted from the policies of the Registrar's Office.

In accordance with college policy and Department of

Education regulations, faculty are required to maintain daily attendance in all classes. When using these sheets, please observe the following guidelines:

- You are required to submit attendance on these sheets. Department or faculty-generated sheets will not be accepted as replacements for official rosters.
- Please make sure that the numbers for the month and date (ex. 1/31) appear at the top of each column.
- If you are teaching courses that meet in two parts (ex. FDC 143A and FDC 143B, or PHYS 116 and PHYS 116L) you are required to submit attendance rosters for both sections.
- Attendance should be marked using the following symbols:

X Present

A Absent

L Late

- The top copy should be turned in to your department after the last meeting date that falls within the effective dates at the top of the roster. Keep the bottom copy for your records.
- Rosters will be collected by the department and forwarded to the Registrar's Office.

Please contact the Registrar's Office, 718-636-3663, or your

department if you have any questions about the information contained in these class lists, or about your responsibilities with regard to them.

Computer and Network Resources

Excerpted from the pamphlet "What You Should Know About the Responsible Use of Computer and Network Resources at Pratt."

Pratt's policy on computer and network resources is intended to:

- protect the Institute against legal or other negative consequences;
- prevent the posting of illegal software and other copyrighted materials;
- secure the integrity of its computers, networks and data, and those with approved access to its network;
- ensure rules governing computer and network use comply with and support other Institute rules and codes of conduct.

What is the Policy and How Does It Affect Me?

All members of the Pratt community are expected to use Pratt's computer and network resources in a responsible manner. The Institute's policies are clear as to the consequences of misuse of these resources. In the event of violations of institutional policies or codes, or of state or federal laws, the Institute reserves the right to limit or restrict computing privileges and access to

its computer resources and stored data. All users are expected to understand and abide by the regulations set forth in this pamphlet as a condition for receiving an authorized account with the Institute.

Who is Affected by this Policy?

This policy applies to any member of the Pratt community who accesses computer or network resources through any Institute facility or through the network or dial-in facilities.

What Do You Mean by the Pratt Network?

Pratt provides network access through its data cabling plant to all residence hall rooms, administrative offices, and computer labs. In addition, network access is available in the offices and computer classrooms at Pratt Manhattan and by dial-in access via modem. Pratt (pratt.edu) is a registered, directly connected domain on the Internet, gaining access via NYSERNet, our upstream provider. All Pratt computer users connected to the local network share equally in the benefits and responsibilities of our greater Internet connectivity.

Your Responsibilities as a Pratt System User

As a user of Pratt's computer resources you are responsible for the following:

- creating, securing, and remembering individual passwords;
- adhering to quotas and

file size restrictions on shared systems and processes;

- backing up and safekeeping of all data files;
- obeying Institute policies and state and federal laws;
- recognizing that user activity reflects on both the individual and the Institute;
- respecting and protecting other's privacy as well as your own.

The Responsibility of a Pratt System Administrator

If you are a Pratt system administrator you are responsible for the following:

- performing periodic security surveys to ensure that shared systems are protected to a reasonable degree;
- treating all users files as private and confidential;
- obtaining written permission from a designated officer of the Institute prior to examining any user files;
- obtaining written permission from a designated officer of the Institute prior to restricting or disabling any user account;
- performing maintenance as necessary to help ensure uninterrupted service;
- performing scheduled backups of shared systems but without specific responsibility for the integrity of the data housed on those systems;
- executing the technical enforcement of this policy in cooperation with the appropriate authorities;
- ensuring that all user accounts meet Pratt eligibility requirements.

Standard Procedures that are Followed at All Times

Pratt Institute does not monitor the content or generally restrict access to its computers or networks, including privately owned computers. However, Pratt reserves the right to monitor activity within its domain, and limit or deny access when:

- network activity is reported that violates Institute policies, or state or federal laws;
- a report is received that materials are posted on Pratt-owned computers, or computers inside the Pratt domain, that violate Institute policies, or state or federal laws;
- an incident is reported of the commercial use of Pratt-owned computers, or computers inside the Pratt domain, if the commercial activity uses Pratt's network services.

Policy Violations of Which You Should Be Aware

Violations of the computer usage policy may include using Institute computers or networks to do the following:

- harass, threaten, libel, slander, or otherwise cause harm to individuals or groups whether by direct or indirect means;
- destroy or damage hardware, software, or data belonging to the Institute or its members;
- disrupt the activities of others through the unauthorized monitoring of electronic communications;
- copy, download, or transmit

across Pratt's network illegal, proprietary, or unauthorized copyright-protected material;

- use Pratt's trademarks, logos, or copyrights without prior approval;
- execute software programs that harass other users, infiltrate computers or computing systems, damage or alter software components of a computer or computing system, or introduce computer viruses;
- gain unauthorized access to other systems, facilities, or data either directly or via the network;
- tamper with others' files, storage media, passwords, and accounts;
- in any way misrepresent yourself when sending messages or engaging in conferences;
- conduct any commercial activity over the Pratt network;
- use e-mail to solicit sales or conduct business such as setting up a web page to advertise or sell a service, or posting an advertisement to a news group;
- violate any state or federal law.

Report Violations Immediately—it's for Your Own Protection

All reports of possible violations of this policy will be acted upon quickly and with confidentiality and discretion. Should you believe that a violation of this policy has occurred, immediately report the incident to the Director of

Academic Computing. In addition, contact Pratt security if you believe that an individual's health or safety may be in jeopardy.

How Your Complaint Will Be Handled

Once a complaint is received, the Director of Academic Computing may request authorization to access information contained in the alleged offender's account and, if warranted, to suspend the account until the matter is resolved. Access to and suspension of accounts must be recorded and the alleged offender notified as soon as possible. If the complaint appears to have merit, the Vice President of Student Life or Director of Human Resources and Director of Academic Computing will meet with the alleged offender and follow the Institute's judicial procedural guidelines.

Consequences of Violations

Pratt reserves the right to monitor, restrict or deny access to its computers and networks in the event of a violation of this or other Institute policies, or of state and federal law. As stated above, penalties will be administered in accordance with established Institute guidelines. Pratt will cooperate with outside law enforcement agencies in the investigation of criminal activity occurring within the Pratt domain.

Additional Standards Apply to All Pratt Web Sites

All Pratt web sites, whether representing the Institute or its individual departments and organizations, are required to adhere to the following standards:

- provide at least one link between organizational home pages and the Institute's home page (<http://www.pratt.edu>);
- secure the approval of Institutional Advancement to use the Pratt Institute logo;
- display a full and accurate description of a department or service when publishing via the Institute home page (such descriptions may be obtained from the bulletin, the student handbook, etc.);
- ensure that the home page contains a "contact" e-mail address and a last "modified" time stamp;
- maintain up-to-date and accurate home page information;
- ensure that the highest editorial standards are maintained;
- ensure that the Pratt Institute web page documents contain officially recognized names of departments and titles of personnel.

Course Evaluations

Policies regarding course evaluations are established in each school and are available from the department chair or from the school dean's office.

Drug Policies

See Alcohol and Substance Abuse Section

Eligibility for Employment

Excerpted from policies available in the Human Resources Office.

All full-time and part-time hires must be recruited and selected in accordance with the Institute's search procedures. No applicant may be excluded from a position based on race, color, creed, religion, national origin, political belief, sex, sexual orientation, marital status, age, or disability; nor may any applicant be asked anything about any of these issues during the interview. However, the following question must be asked of all candidates: "If hired, are you prepared to provide appropriate documentation of your identity and employability in the U.S.?"

The employer is allowed to ascertain H-1B visa status since that status is a "sponsored" status. To ensure that every interview is conducted in a fair and equitable manner, the following "yes or no" question must be asked, and the answer must be documented and provided to the provost's office before an offer is made. "Are you currently an H-1B visa holder or would you require Pratt to apply for such

a visa on your behalf?" The "yes or no" answer should be recorded without further comment or discussion. Additional information about eligibility for employment is available in the Institute's Human Resources Office.

Equal Opportunity Policies

Excerpted from policies available in the Human Resources Office.

Inherent in the Human Rights Policy is Pratt's commitment to the principles of equal opportunity. These principles pertain to students, faculty, staff and applicants for admission or employment, and are observed in admissions, financial assistance, housing, educational programs, extra-curricular activities, employment and personnel policies. Pratt complies with Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973 and their respective implementing regulations, in that it provides equal opportunity in admissions and access to all programs and activities it operates, regardless of sex or handicap. For additional information contact the Department of Human Resources.

Exam Policies

Policies regarding examinations are established in each school and are available from

the department chair or from the school dean's office.

Grade Disputes

*Excerpted from the 2000-2001
Pratt Student Handbook.*

A student's academic records reflect all grades submitted by instructors. If a student feels a grade should be changed, s/he will contact the instructor immediately. The instructor must approve any changes and send a change of grade form to the Registrar before the correction can be made. Change of Grade forms should NEVER be given to students.

There are limits on the time it takes to resolve grade problems. Spring and summer grades cannot be changed after the last day of the following fall semester. Fall grades cannot be changed after the last day of the following spring semester. INC (incomplete) and NR (no record) grades are converted to "Fs" at the end of the semester after they are received. For example, unless changed by the faculty member, an INC received for a fall class becomes an "F" after spring semester.

A student who believes he or she was graded unfairly should seek to resolve the matter with the instructor first. Should this procedure not prove to be an adequate resolution, the student should contact the chairperson of the department in which the course was taken to

arrange a meeting to appeal the grade. If this appeal is unsuccessful, a further and final appeal can be made to the dean of the school in which the course was taken, unless the student believes that a violation of Pratt's policy on Human Rights was involved in the awarding of the final grade. In that case, the student may seek redress through the procedures in place under that policy. It is important to note that the faculty member who issued the grade holds the authority to change the grade.

Departments and schools may have established policies on turning in grade books. Please inquire.

Grading Policies

Grades are due from faculty to the department chairperson no later than 48 hours after the last scheduled class meeting or final exam. Grades are immediately sent from the department chairperson to the Registrar. Faculty are not to write in the names of any students who attended their class without proper registration. Any missing grades will be recorded as "NG" (No Grade) and the students will be directed to seek the grade from the faculty member/ department directly. Grades are forwarded by the Registrar to students 48 hours after receipt from the department chair.

Guidelines for Completion and Return of Grade Sheets

Please follow these guidelines when filling out and returning grade sheets. This will enable the Registrar to process the grades quickly and accurately. Please remember that late or missing grades can prevent students from being able to graduate or continue their education.

- Check all forms carefully for student and instructor data.
- In the column called "final grade," use ballpoint ink pen to write the grade.
- If student's name is missing from the roster, do not add the name or record a grade. If the student (or your department) shows you proof that he and she has registered, you will be able to submit the grade on a Change of Grade form.
- The top copy of your grade sheet is due to your department chairperson by the stated deadline. Grade sheets may initially be faxed to your department chairperson, but the originals must be forwarded for permanent storage as quickly as possible afterward.
- Use the following grade definitions to record the appropriate grade for each student:

Grade Comments

A	Excellent
A-	Excellent
B+	Above Average
B	Above Average
B-	Above Average
C+	Acceptable
C	Acceptable
C-	Acceptable for undergraduates, recorded as F for graduates.
D+	Acceptable for under-

graduates, recorded as F for graduates.

D Acceptable for undergraduates, recorded as F for graduates.

F Failure

INC Incomplete- requires written request of the student.

(See bulletin description)

IP In Progress- appropriate only for thesis, thesis-in-progress, and intensive study English.

NR No Record-

Student appears on roster but never attended. (*Use sparingly!*)

The entire staff of the Registrar's office thanks you in advance for your time and attention concerning these forms. If, at any time, you have a question or require assistance, please do not hesitate to contact your chairperson or the Registrar at 718-636-3666 or the Registrar's Senior Records Manager at 718-636-3534.

FERPA—STUDENT RIGHT TO PRIVACY REMINDER:

Students are guaranteed privacy by federal law. Grades are not permitted to be posted in any format.

Grants, Funding, and Support

Excerpted from the policies of the Pratt Institutional Advancement Office.

Stage 1: Initial contact and lead sharing

The initial step in the grant proposal process begins with an idea for a special project or solution to a perceived need by faculty and/or staff. At this point, the faculty or staff member should discuss the project/idea with his or her own supervisors (chair, dean, provost etc). If the project is approved at this level then Institutional Advancement is involved for assistance in finding potential funding sources, writing, assembling, processing and submitting the proposal.

Stage 2: Proposal development

When sufficient discussion has occurred a decision is made regarding continuation of the process. Prospective proposals may not move forward for a variety of reasons (i.e., insufficient time available for the development and writing of the proposal, something which would either prohibit successful completion or legal issues, lack of potential funding sources etc.). However, many concepts or ideas can be successfully developed as grant proposals.

Proposals are categorized under four possible areas:

1. Programmatic

Often directly connected with academic programs at the Institute though not necessarily.

2. Specific Scholarships

Often either a dean or chair will seek scholarship money to support graduate or under-

graduate students.

3. Unrestricted Scholarships

Solicited to provide financial relief to the operating budget with respect to institutionally budgeted financial aid.

4. Capital Projects

Often referred to as “bricks and mortar” and/or equipment for buildings, classrooms and the like.

Stage 3: Approval, Signature

Upon completion of the proposal package the material is given a final review and presented for approval. Though it is presumed that there is approval for the proposal in concept the final proposal must be reviewed and signed-off on by appropriately designated persons at the Institute. If it is a programmatic proposal approval must be secured from both the provost and president. After having obtained appropriate signatures the proposal is submitted to the appropriate funding source, i.e., federal agency, state agency, foundation or other.

Stage 4: Grant Management

Notification of approval or rejection of the grant application is forwarded to the President's Office or the Office of Institutional Advancement.

Grant Management is divided into four basic components:

1. Deposit of funding

The Office of Institutional Advancement serves as the central collection point for the receipt of all donations, contri-

butions and grant funding. Should funds arrive in advance of the establishment of an appropriate account the controller places the funds in a holding account.

2. Establishment of an appropriate account- As with all funds within the Institute, an appropriate account must be established in order to provide the Institute and the project director with the ability to monitor expenditures and charges against the project fund and determine the correct balance remaining.

3. Management of the project- Usually a grant-funded project is managed by someone designated to be responsible for the oversight and completion of the project. In the case of a grant application a project director is assigned--usually the individual who initiated the process and applied for the grant.

4. Grant reporting- Outside granting agencies virtually always require annual or final (and in some cases interim) reports on the progress of a funded project. The Office of Institutional Advancement coordinates the effort of filing reports. However the Project Director is responsible for gathering the required assessment information.

Harassment, Sexual

*Excerpted from the pamphlet
"Sexual Harassment Policy."*

Sexual Harassment Policy

Pratt Institute is committed to providing an environment that is free from sexual harassment.

It is the Institute's policy that sexual harassment in any form will not be tolerated.

Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the Institute community, employees and students are strongly urged to promptly report conduct that could be in violation of this policy. The Institute will periodically provide programs to educate employees about the types of conduct that could constitute a violation of this policy. All management and supervisory personnel are expected to participate in such education and training and to be knowledgeable concerning the Institute's policy with regard to sexual harassment.

What Is Sexual Harassment?

Sexual harassment does not fall within the range of personal, private relationships. It happens when a person with power abuses that power to intimidate, coerce or humiliate someone because of gender or sexual preference. It is a breach of the trust that normally exists among members of the academic community. Sexual harassment creates confusion because the boundary between professional roles and personal relationships are

blurred. The harasser introduces a sexual element into what should be a collegial situation.

According to guidelines issued by the U.S. Department of Education Office of Civil Rights and Equal Employment Opportunity Commission, behavior constitutes sexual harassment in an academic setting when: the person engaging in such behavior explicitly or implicitly makes your submission to it a term or condition of your employment or academic standing; the person engaging in such behavior makes decisions affecting your employment or academic life according to whether you accept or reject that behavior; the person's behavior is an attempt to interfere, or has the effect of interfering, with your work or academic performance, or creates an intimidating, hostile, or offensive working or learning environment.

Types of Harassment

- Gender Harassment: general sexist remarks and behaviors, which convey insulting, degrading, or sexist attitudes;
- Seductive Behavior: unwanted, inappropriate, and offensive physical or verbal sexual advances;
- Sexual Bribery: solicitation of sexual activity or other sex-linked behavior by threat of punishment;
- Sexual Coercion: coercion of sexual activity or other sex-

linked behavior by threat of punishment;

- Sexual Assault: assault or rape.

Common forms of harassment include: insistent invitations for drinks, dinner, dates; unwanted touching; obvious sexual gestures; uninvited visits to someone's hotel room during conferences; offensive graffiti; threats of physical assault; sending lewd cartoons, cards, presents or letters; subtle or overt pressure for sexual interactions; assault or rape; or sexist comments.

Common reactions to harassment include: changing college or graduate school major; leaving job, college or city; depression, anxiety, loss of self-esteem; headaches, nausea, weight loss or gain, insomnia, high blood pressure, gastrointestinal disorders; inability to concentrate at work or in school; and stress in relationships with co-workers, friends and family.

Sexual harassment is illegal and should not be tolerated. It is a form of sex discrimination in violation of Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Education Amendment, and the official policy of Pratt Institute.

What Can You Do If You Are Being Harassed?

Talk to or call the vice president for Student Life at 718-636-3542 or the Title IX/Section 504 Coordinator at

718-636-3542. The coordinator's office is located in North Hall, room 123. An informal discussion may solve the problem, or you may make a formal complaint.

Health and Counseling Services

For information regarding health and counseling services for faculty, contact the Human Resources Office.

Human Rights Policies

Excerpted from the pamphlet titled "Human Rights Policy and Grievance Procedures."

Pratt Institute's policy on Human Rights states unequivocally that all members of our community are expected to treat one another with respect and with equality, without regard to race, color, sex, sexual orientation, marital status, age, ethnic or national origin, religion or creed, physical or mental disability or status as a veteran. The policy touches all of us and calls upon us to be fair in all settings, academic and non-academic.

Discrimination will not be tolerated at Pratt Institute. If substantiated, an allegation of discrimination may lead to disciplinary action up to and including dismissal or termination from the Institute.

ID Cards - Security Office

Excerpted from the policies of the Pratt Security Office.

Faculty will receive a temporary identification card (I.D.) at the time they complete new-hire paperwork in the Human Resources Department. Within a day or two, make an appointment to have your picture taken for an identification (I.D.) card. You must carry it with you whenever you are on the Pratt campus or using Pratt facilities. Further, you are required to produce this card when requested by an authorized person, such as Security or an administrator/faculty person responsible for a facility. The card will enable you to utilize all campus facilities and services and will identify you as a part of the campus community.

You will need the card to borrow books from the library, utilize the ARC Activities Center/Gymnasium and equipment, and benefit from other campus services. I.D. cards must be validated for each semester. I.D. cards without a current validation will be considered to have expired and cannot be used for campus services and privileges. Validations can be obtained in-person in the Security Office (North Hall room 123).

Lost/stolen ID cards should be cancelled through the Security Office as soon as possible. I.D. cards will be replaced free of charge providing that a police report has been filed at the precinct of occurrence and Security can verify that with a

police complainant number. The first lost card will be replaced free; thereafter a \$25 fee will be applicable. The replacement fee is payable at the Bursar's Office. Please bring the receipt to the Security Office where your new card will be prepared.

International Affairs

Excerpted from the 2000-2001 Pratt Student Handbook.

The primary mission of the Office of International Affairs (O.I.A.) is to centralize resources for all international concerns so that the campus community will have a single place to turn to. Information is available to deans and department chairs regarding employing and arranging visa requirements for international scholars and professors. Immigration advisement, such as extension of stay and interpreting federal regulations, completing employment requests and other matters pertaining to leaving and reentering the United States are important functions of this office. The administrative objective of this office will be to further coordinate our functions with other offices to ensure more meaningful collaboration of services to our international community. This office oversees the semester exchange program, and the international student scholarship program.

Judicial Process for Students

Excerpted from the pamphlet "What You Should Know About Judicial Procedures at Pratt."

Pratt Institute's community standards are listed in the Bulletin, the Student Handbook, and pamphlets that detail policies relating to the use of computer technology, sexual assault and harassment, alcohol and drugs, and human rights, particularly those concerning persons with disabilities. Refer to the pamphlet for information about the student conduct code and judicial procedures.

Academic Conduct Code and the Pratt Judicial Process

Academic infractions are taken very seriously at Pratt. School committees, appointed by the dean of each school, hear and adjudicate cases of academic infractions. These infractions include academic dishonesty, such as plagiarism and cheating. School committees do not hear grade disputes because these receive a final review at the level of the school dean.

How are Academic Conduct Cases Handled?

Every attempt is made to resolve conflicts at the lowest possible informal level, that is, between the student and the faculty member, or between them and the department chair-

person. If these attempts fail, the dean may either hear and adjudicate the case, or refer it to the school committee for action. School committees convened to hear academic conduct cases are comprised of two or three faculty members, one student, and one academic administrator, who may chair the committee.

What Are the Penalties in These Kinds of Cases?

For academic conduct code violations, penalties range from written warning or failure in the course (rendered by the faculty member) to dismissal from the Institute (recommended by the school committee to the dean). For alleged social conduct code violations, faculty and academic administrators are urged to send an incident report to the vice president for Student Life, who will follow appropriate procedures.

How does the Academic Conduct Appeal Process Work?

Specific judicial guidelines ensure that a timely and fair review take place when a school committee decision is appealed. An academic conduct appeal board, appointed by the dean, limits its review of the school committee's decision to three key issues:

- Did the school committee conduct itself in such a way that both parties had an ade-

quate opportunity to prepare their case?

- Was the evidence presented at the hearing “substantial” enough to justify a decision?
- If the penalty is being appealed, was the sanction imposed in keeping with the gravity of the violation?

Library Use by Faculty

*Excerpted from
Library use policies.*

The Pratt Institute Library is a private facility for the use of students, faculty, and staff with valid Pratt identification. Alumni and Friends of the library need to show current ID provided by the Institute. Members of the Academic Libraries of Brooklyn group are welcome with appropriate identification. Other outside researchers are admitted by appointment only.

Loan Period

Books, pictures and some government documents circulate for four weeks to faculty. Patrons may have a maximum of ten items on loan at any one time. Patrons may place holds on material that is checked out. Once it is returned, it will be held for them at the circulation desk.

Renewals and Returns

Materials may be renewed once if no other borrower has requested them. Renew in person or by phone. Please use the book drop to return books when the Library is closed.

Books are checked in the next business day. Please return audiovisual materials (VHS videos, slides, etc.) in person--these items are easily damaged if dropped through the book drop.

Lost Book Charges

Items one month overdue will be considered lost by the patron. Patrons will be charged the replacement cost plus a \$15 processing fee.

Reserves

Materials for course assignments and certain other heavily used items (Manhattan Sanborn MAC computer manuals, etc.) are held at the Circulation Desk. They may be checked out for two-hour in-library use. Request by call number for books or by instructor's name for articles. Fines for overdue reserve material are \$0.50 per item per hour.

Other Library Rules

Eating, drinking, and smoking are not permitted in the Library. Please be gentle with library materials. They are the Institute's property. There are severe penalties for theft or mutilation of library property. For your own protection, do not leave your property unattended while in the Library.

Electronic Resources

PrattCat is the Online Public Access Catalog of the holdings of Pratt Library. This computerized system includes the catalog of books and multimedia

holdings. PrattCat is available at many terminals within the library. Pratt Library also has other electronic resources, available at Internet workstations in the first and second floor reading rooms. The Pratt Library Web site offers many of these resources online, including PrattCat.

Locating Books

Find call numbers and locations using PrattCat. Most of the Library's books are shelved in call number order in the glass-floored stack area behind the elevator. A floor plan and stack guide are available for more details about the physical arrangement of library materials.

Locating Periodicals

The library subscribes to more than 500 periodicals (magazines, journals, and newspapers), divided among the three departments: Information/Reference (R), Art & Architecture (AR), and Library & Information Science (LS). Refer to the 'yellow book,' kept at each reference desk, for details about holdings and locations. Pratt Library has a variety of indexes, both printed and electronic, to help identify and locate articles.

Multi-Media Center

The Multi-Media Center is located in the lower level reading room of the Library. Films, video cassettes, and other media can be borrowed from the Multi-Media Center. Materials circulate from the

Multi-Media Center for 24 hours. Campus Audio Visual Services, located in room 31E of the Engineering Building, lends A/V equipment to members of the Pratt community.

Picture Files

The picture files, located on the third floor, contain images, photographs, and clippings that may be borrowed 20 at a time, and art reproductions that may be borrowed 5 at a time. Find specific images in the picture files with the subject index.

Visual Resources Center

The Visual Resources Center, on the second floor, houses a large collection of art, architecture, and design slides. Students may borrow slides for a three-day period. The Visual Resources Center also has two scanner-equipped workstations, one for the Macintosh platform and one for Windows, two slide scanners, a copy stand, and a camera, available by appointment only.

Copying

The copy machines in the library are self-service and serviced by an outside vendor. Coins or copy cards may be used. Free scanners are available in the Visual Resources Center, 3rd floor.

Parking Policies

Excerpted from the policies of the Pratt Security Office.

The Pratt Campus is designated as private property and the use of the roadways and parking areas are a privilege restricted to persons who have a direct and legitimate relationship with the Institute. The object of these regulations is to provide more effective and convenient use for all. Parking is permitted only in designated areas. Regulations are enforced throughout the year, including vacation periods.

Any questions pertaining to the regulations must be directed to the Security Office, as we are not responsible for information given out by others. All motor vehicles to be parked on campus must be registered with the Security Office and properly display a current permit. Inquire in the Security Office for information about the cost of the permit each academic year. Permits must be hung on the rear view mirror. The expiration date is located on the permit. It is the responsibility of the person who registers a vehicle to ensure that the permit is displayed at all times while parked on campus and is clearly visible. All updates of vehicle registrations must be reported to Security. Motorcycles are subject to the same regulations as other vehicles. They are restricted from “revving-up” in the areas of classrooms due to the noise level.

Parking areas designated for

parking, as established by the regulations of the Institute, are the only legal parking areas on campus. All other areas, whether marked or not, are illegal. Lock your vehicle and conceal all valuables. The Institute assumes no responsibility for vehicles or their contents on campus property. Any incident must be reported to the Security Office immediately. Parking violations are issued when necessary.

Repeated violations may result in the loss of parking privileges and/or the vehicle may be towed by a commercial towing service at the owner’s expense. Vehicles without permits displayed so they can be easily viewed by officers may be towed without notice. All permit holders will be responsible for their permit number regardless of what vehicle it is displayed in. There is a \$25 replacement fee for lost or stolen permits.

Plagiarism

Excerpted from the Community Standards section of the 2000-2001 Pratt Student Handbook.

Plagiarism means presenting, as one’s own, the words, the work, information, or the opinions of someone else. It is dishonest, since the plagiarist offers, as his/her own, for credit, the language, or information, or thought for which he and she deserves no

credit. Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well-known quotations, from the Bible or Shakespeare, for example.) In formal papers, the source is acknowledged in a footnote; in informal papers, it may be put in parentheses, or made a part of the text: "Robert Sherwood says...."

This first type of plagiarism, using without acknowledging the language of someone, is easy to understand and to avoid. When a writer uses the exact words of another writer or speaker, he and she must put those words in quotation marks and give their source. A second type of plagiarism is more complex. It occurs when the writer presents, as his/her own, the sequence of ideas, the arrangement of material, or the pattern of thought of someone else, even though he and she expresses it in his/her own words. The language may be his/hers, but he and she is presenting as his/her work, and taking credit for, the work of another. he and she is, therefore, guilty of plagiarism if he and she fails to give credit to the original author of the pattern of ideas.

Students writing informal theses, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should

be able to honestly answer "no" to the following questions:

1. Am I deliberately recalling any particular source of information as I write this paper?
2. Am I consulting any source as I write this paper?

If the answer to these questions is no, the writer need have no fear of using sources dishonestly. The material in his/her mind, which he and she will transfer to his/her written page, is genuinely digested and is his/her own.

Privacy and Confidentiality

*Excerpted from the 2000-2001
Pratt Student Handbook.*

The Family Educational Rights and Privacy Act of 1974, popularly known as the "Buckley Amendment," guarantees certain rights of privacy for students and controls access to their records. Students may secure from the Registrar's Office a full copy of the written policy of Pratt Institute on these matters which includes the location of all education records and more fully explains the other matters set forth below. With certain exceptions, students have the right to review information contained in their education records. Students also have the right to challenge the contents of their education records through informal and formal procedures.

In addition, students have the

right to prevent disclosure, with certain exceptions, of personally identifiable information from their education records. In certain cases, the Institute is required to keep a record of disclosures that are made. A recent federal law provides that Institute officials have the right to notify parents or legal guardians of students under 21 who have been involved in illicit drug or alcohol-related incidents. Students may file complaints concerning any alleged failure of Pratt Institute to comply with the act with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, DC 20201.

Registration Policies

*Excerpted from the 2000-2001
Pratt Student Handbook.*

Registration

In order to attend any course at Pratt Institute, a student must:

- be formally approved for admission;
- have a program of courses documented and approved by the school's advisor on the appropriate registration form;
- submit an approved registration form to the Registrar's staff for tuition billing;
- pay prescribed tuition and fees.

Students are fully responsible for tuition and fees after they complete steps one through three above. If students do not

complete step four before the first day of class, their unpaid registrations are cancelled and they are subject to the withdrawal penalties in effect at that time. Instructors will not admit students to classes in which they are not officially registered as evidenced by official class lists distributed from the Office of the Registrar. Credit will not be recorded for a course taken without validated registration.

Official registration dates can be found in the Registration Schedule and Academic Calendar. Responsibility for a correct registration and a correct academic record rests entirely with the student. Students are also responsible for knowing regulations regarding withdrawals, refund deadlines, program changes, and academic policy.

Identification Cards and Services

As part of the registration procedure, students are issued identification cards which they must present to receive services and privileges available to students and to identify themselves to Institute officers as necessary. Persons who cannot or will not produce a student identification card are not recognized as students and are not entitled to student services.

Registration Periods

Advance registration is held each spring for summer and fall semesters and each fall for

spring semesters. Check registration schedules for days and time. In order to avoid late fees, all registered students who plan to continue in subsequent semesters are required to register in advance of that semester. Failure to register in advance will result in a late fee and will severely jeopardize students' chances of obtaining the academic course schedule they desire.

The programming/advisement office in each school provides detailed registration instruction materials and curriculum counseling for entering new students. Entering freshmen, transfer, and readmitted students register according to the published new student registration schedule. Payment of tuition and fees must be completed on these scheduled registration dates to avoid a late fee. All entering students are required to participate in the orientation program before the start of their initial semester. Check with the Office of Student Activities for published schedules.

Students who do not complete payment during their designated registration periods are subject to late payment fees. The amounts and timing of these fees are described in the Tuition and Fees section of the bulletin and the Pratt Calendar. Registration or reinstatement after the first 15 days of a session or semester requires a written appeal.

Admission to Class

It is the responsibility of each student to obtain an official schedule (print-out of registered course, section, credit, and schedule) after completion of the registration process. Students must confirm all data. If any course/section/credit correction is necessary, changes must be reported on the Add/Drop form available in their academic departmental office. In addition, students must retain an up-to-date schedule at all times during the semester:

- when confirming authorized class attendance to the instructor;
- when seeking certification of attendance;
- when having an Add/Drop form processed by the Registrar's staff.

Program Changes and Program Course/Section Adjustments

Students are responsible for reporting any changes that occur in their program to the Registrar's office. All changes of program must first be signed by the program advisor prior to submission to the Registrar staff. See the Registration Schedule for details.

Course Additions

No new registrations, voluntary course additions, or section changes are permitted beyond the second week of the semester.

Course/Section Withdrawal

It is the responsibility of the student to report an official withdrawal from any course/section or any decision on the part of the student not to attend any registered course/section by filing a properly completed Add/Drop form with the Registrar in Thrift Hall.

Students who do not officially withdraw from a registered course receive an F or NR (no grade) for the course. Students who stop attending a course without having officially filed the Add/Drop form during the published refund periods will not be eligible for a retroactive refund. Failure to attend classes and notify the instructor or failure to make or complete tuition payment does not constitute an official withdrawal. Students may withdraw from a course during the first eleven weeks of the fall or spring semester. When the withdrawal form has been submitted to the Office of the Registrar in Thrift Hall, a WD designation is entered on the student's academic record. No course withdrawal will be accepted after the published deadline. WD grades earned via the official withdrawal procedure may not be changed.

Complete Withdrawal from the Institute

Official complete withdrawal must be reported on an Add/Drop form signed by the student, departmental chairperson, financial aid counselor, and director of residential life (where appropriate).

Withdrawal forms, available in the Office of the Registrar, Thrift Hall, first floor, must be presented in person to that office after the necessary signatures have been obtained by the student. Students who withdraw without securing approval for a leave of absence (see below) or whose leave of absence has expired without renewal and who are subsequently readmitted will be bound by program and degree requirements in force during the academic year in which they are readmitted.

The Organization of Course Offerings

Undergraduate and graduate courses numbered 100-499 are reserved for undergraduates. Courses numbered 500-599 are open to both advanced undergraduate (junior or senior) and graduate students. They include:

- technical courses,
- qualifying courses,
- graduate courses whose content complements advanced undergraduate studies.

However, credit earned within the 500 numbered courses by undergraduate students may not be applied toward a graduate degree.

Graduate students enrolled in 500-level courses are expected to perform with greater productivity and capacity for research and analysis than their undergraduate colleagues enrolled in the same courses. Significantly more is expected

of graduate students in course projects, papers, and conferences.

Courses numbered 600 and above are generally for graduate students only. A graduate course embraces highly developed content that demands advanced qualitative and quantitative performance and specialization not normally appropriate to undergraduate courses.

Leave of Absence

All students in good standing are eligible for a leave of absence, except graduate students who are taking thesis or thesis-in-progress courses.

Applications for a leave of absence are obtained from the Office of the Registrar. A leave of absence may be granted after the student has first had an exit interview with his/her departmental chairperson. A fee of \$15, payable at the Bursar's Office, must accompany the application for a leave of absence. Each leave is approved for two consecutive semesters. An extension for an additional semester (maximum two semesters) may be obtained by securing approval through the same interview procedure described above. Students may elect to return early from a leave of absence.

Retention of Student Work

Pratt Institute reserves the right to temporarily retain during the academic year, for exhibition

and classroom purposes, representative work of any student enrolled in its curricula.

Security and Safety

Emergencies

Brooklyn: 718-636-3540

The Security Department is a service unit dedicated to the protection of life and property and providing a safe campus environment. The Security Department is staffed three hundred sixty-five (365) days per year and twenty-four (24) hours per day. Under the supervision of a director, assistant director, and two tour supervisors, the Security Department operates with the following coverage:

Twenty-four hours a day:

- Officer on duty at Willoughby residence hall
- Officer on duty at Pantas Booth
- Officer on duty at Stabile
- Officer on foot patrol (front campus)
- Officer on foot patrol (rear campus)
- Officer on duty at the Higgins Hall lobby
- Officer on duty in motorized patrol vehicle

The department has officers patrolling the campus in two Security vehicles. They also patrol the parking lots and campus perimeter as well as making campus inspections. In addition to the above, the Security Department monitors

a network of over 47 closed-circuit television cameras, which are strategically located throughout the campus.

Security Workshops

Security workshops are conducted throughout the year. Representatives from the Pratt Security Department, New York City Police Department, and The Transit Police Bureau meet with interested students, faculty, and staff to discuss both on and off campus safety and awareness issues. Dates, times, and locations of these workshops are announced throughout the year.

Fire Drills

Fire drills are conducted throughout the year in all campus buildings (residence halls, academic buildings, and administrative buildings). All students, faculty, and staff are required to participate. Notices will be posted as to when these fire drills will take place. Follow instructions given by authorities in the building if you hear a fire alarm.

Campus Gate Closings

All gates close at 6 p.m. with the exception of Willoughby Avenue Main Gate and Thrift Hall Walk-in Gate, which remain open 24-hours/day.

Emergency Phones

The Security Department maintains an emergency telephone network on the Pratt campus. These phones are directly tied into the Security

Control Booth and are located in the following:

- Ryerson Street, on Thrift Hall, to the left on entrance
- DeKalb Hall, on west side of building
- Ryerson Street, in front of ISC Building
- North side of Willoughby Residence Hall (Myrtle Ave.)
- Rear of Engineering Building
- Court Yard of East Building
- Pratt Studios—All lobbies, hallway, 2nd and 5th floor
- Steuben Hall—3rd and 4th Floors in vicinity of elevators
- North Hall—room 230
- Main Bldg—room 601
- Library—4th floor
- ELJ—basement laundry room

Operating Instructions

The Security Control Booth Officer will immediately respond to your call. Give the location and type of emergency you are reporting. Be advised that telephones are designed for emergencies only and their wrongful use may result in the delayed security response to an actual emergency. Security officers are directed to divert all other calls through normal channels.

Building Closing Times

Due to the variance in times which different buildings must be closed, it is requested that all inquiries be made to the Security Department. All buildings are closed on official school holidays.

Security Concerns Committee

The Security Concerns Committee is comprised of student, staff, and faculty representatives. The role of the committee is to provide an ongoing review of security procedures and campus-wide areas of security and safety concerns. Meetings are generally held once per semester. All students are encouraged to participate by:

- Joining the Security Concerns Committee. Contact the vice president for Student Life;
- Expressing your concerns to a member of the committee. To find out who is on the committee, contact the director of Security, director of Student Activities and Orientation Programs, or the Special Issues and Concerns chair of the Student Council.

Sexual Assault

Excerpted from the pamphlet titled "Sexual Assault."

In 1990, the New York State Assembly amended the Education Law on campus security, mandating colleges and universities to form advisory committees on campus security and to distribute assault prevention information. Three years prior, in 1987, Pratt had already formed the Security Concerns Committee, whose responsibility it is to keep the campus community informed about security matters and to heighten security

awareness. In order to address the sexual assault aspect of the Education Law amendment, the committee formed a sub-committee in 1991, whose task is to plan and develop programs geared to focus more attention on sexual assault awareness and prevention.

An important distinction between sexual assault and sexual harassment should be borne in mind. Sexual harassment is a form of discrimination based on one's gender or sexual orientation. This type of harassment may be blatant or subtle, physical or verbal. Unwelcome sexual advances, requests for sexual favors, and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment is an abuse of power employing coercion, threat, bribery, or unwanted attention.

Getting Immediate Support

Being raped or assaulted is not the victim's fault. No matter what, no one deserves to be raped. If you were a victim of sexual assault, and did not resist, don't second guess yourself! Any action you took to save your life was the appropriate response.

Reporting a Sexual Assault

If you are a victim of sexual assault:

- Tell someone immediately — a friend or a security officer. The campus security emergency number is 718-636-3540.

The advantage of telling a friend or security officer is twofold: they can offer immediate support and advice and assist individuals as to where and how to get medical treatment, as well as assisting in the process of reporting the crime.

- While victims are not obligated to report a sexual assault to the police, they are strongly encouraged to do so. Reporting a sexual assault does not necessarily mean that a court appearance will be required.
- Extreme care is taken to protect the privacy and confidentiality of the victim.
- Whether or not a victim chooses to notify campus security or the police, she or he is strongly urged to obtain a medical examination as soon as possible. This action is important not only in case injury or disease is involved but, also because medical exams provide evidence needed should the victim decide to report the crime at a later date.
- Whether or not victims report the crime and whether or not they receive medical assistance, they should take advantage of counseling services.

Smoking Policies

Excerpted from the 2000-2001 Pratt Student Handbook.

Pratt Institute fully complies with New York City's Smoke-Free Air Act prohibiting smoking in most public places and

work areas. The result is that there is no smoking permitted in the cafeteria, student lounges, auditoriums, classrooms, studios, labs, study areas, elevators, hallways, restrooms, libraries, computer or equipment areas, exhibition spaces, athletic/recreation areas, storage areas, laundry facilities and other work areas, equipment and supply rooms, conference and meeting rooms.

Smoking also is not permitted in rooms that:

- are the sole source of vending machines, beverage or food services, place of payment for services or kitchen facilities;
- are the sole means of ingress or egress to restrooms or any other smoke-free area; or
- are required for pass through or use for work-related activities.

The primary responsibility for compliance with the campus smoking policy lies with each individual member of the Institute community. Students are directed to the vice president for Student Life to file complaints about members of the community who refuse to comply with these regulations. Faculty and staff should bring complaints to the director of Human Resources. People are protected by Pratt's Human Rights Policy and may file a grievance if they believe that any retaliatory adverse action

has been taken against them for exercising, or seeking to exercise, any rights granted under the smoking policy. A fuller description of this policy is available in the Human Resources Office, Thrift Hall.

Student Advisement

Student advisement policies and procedures are determined in each school and are available from the department chair or in the school dean's office.

Student-Faculty Grievances

Excerpted from the 2000-2001 Pratt Student Handbook.

If an individual feels he and she has experienced unnecessary conflict or problems in a classroom setting, he and she should try to resolve it directly with the individual. If this fails, he and she should report the incident to the chairperson of the department in which the course was taken. Further discussion can take place with the appropriate dean in order to seek a fair resolution of the problem. If this proves unsuccessful, an individual has the right to file a formal grievance with a school committee or through the procedures in place under Pratt's Human Rights Policy (if a violation of protected rights under this policy is suspected).

Subpoenas and Legal Inquiries

Excerpted from the policies of the vice president for Finance and Administration.

The following policies and procedures for acceptance of a subpoena or other legal process were approved August, 1991:

- The only Institute officials authorized to accept a subpoena or other such legal process are the vice president for Finance and Administration or the vice president for Student Life or their designates.
- If service of a legal process is attempted upon any other individual, the process server should be immediately informed of this policy and then directed to the appropriate authorized officer.

Additional information about this process is available in the office of the vice-president for Finance and Administration, or the office of the vice president for Student Life.

Syllabi

Policies on course syllabi are established in each school and are available from the department chair, or in the office of the dean of the school.

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