

ACADEMIC SENATE CALL FOR NOMINATIONS

**FROM THE ACADEMIC SENATE • TO ALL FACULTY, CHAIRS AND STAFF WHO TEACH
SCHOOL OF ARCHITECTURE, SCHOOL OF ART & DESIGN, SCHOOL OF INFORMATION
& LIBRARY SCIENCE, AND SCHOOL OF LIBERAL ARTS & SCIENCES
FRIDAY, OCTOBER 30, 2003**

Nominations, including web submissions, are now open for Senators to serve a three-year term, commencing July 1, 2007 and expiring June 30, 2010. Participation in the coming six months by all faculty, chair and staff constituents is critical in the process of selecting new representatives.

The Academic Senate serves a vital function, being a faculty/administration governance body that makes its recommendations directly to the President and Provost without review by any other group. Its purpose is to:

- assist in formulating academic policies and procedures;
- review structures of programs, curricula and schools;
- review course additions and changes;
- assist in the development and recognition of faculty and excellence in teaching;
- identify academic imperatives, develop and/or review proposals for corresponding program initiatives, and assist in the approval and implementation process of those initiatives;
- nominate faculty/chairs trustees and appoint representatives to Board of Trustees committees;
- interview prospective Deans, Vice-presidents, Provosts and Presidents.

SENATE DUTIES

Service on the Academic Senate should be seen as both, an honor and duty, for those who carry the highest level of commitment towards the betterment and well-being of Pratt Institute.

MEETINGS

It is expected that all members will attend meetings on a regular basis, communicate with faculty and chairs and be willing to serve on various standing and ad-hoc committees as the need arises. The Academic Senate generally meets on the 1st and 3rd Tuesdays of each month, from 12:30 to 2:00 PM in the Private Faculty Dining Room. Lunch is provided.

COMPENSATION

Key Senate positions receive an annual stipend based upon the minimum starting salary in effect for full time professors as defined in the CBA: President, 24% of minimum starting salary; and the Vice-President, Secretary, Treasurer and standing committee chairs, 12 %. See Senate Compensation Policy on page 17 of the Faculty Handbook.

E-NOMINATIONS

The Senate additionally accepts electronic nominations. Access e-form and download paper forms here: www.prattsenate.org/nominations.htm

ENCLOSURES

Together with this two-page cover letter, you should receive a self-addressed envelope and Nomination Form printed on one side. Return this form with your nomination.

CONTACT & INFORMATION

If you have questions regarding the Senate or its election process, please contact the Senate's Chair of Nominations and Elections, vice-president Tony White, twhite@pratt.edu, 718.636.3531.

ACADEMIC SENATE

2007-2010 NOMINATIONS SCHEDULE & ELIGIBILITY

NOMINATIONS, FALL 2006

MON. OCT 30	Deliver Nomination Packets by interoffice mail
FRI. NOV 17, 5 PM	CLOSE NOMINATIONS
FRI. NOV 24	Notify and confirm Nominees; request candidates' statements
FRI. DEC 8	Announce Nominees

The schedule for Elections, which will be held in Spring 2007, will be announced in December.

NUMBER OF SENATE REPRESENTATIVES FOR 2007-2010

SCHOOL OF ART & DESIGN	SCHOOL OF LIBERAL ARTS & SCIENCES
1 - Graduate Chair	1 - Chair
1 - Undergraduate Chair	2 - Full-Time Faculty
5 - Full-Time Faculty	1 - Part-Time Faculty
4 - Part-Time Faculty	SCHOOL OF INFORMATION & LIBRARY SCIENCE
SCHOOL OF ARCHITECTURE	1 - Full-Time Faculty
1 - Graduate Chair	1 - Part-Time Faculty
1 - Undergraduate Chair	LIBRARY
2 - Full-Time Faculty	1 - Full-Time Faculty
2 - Part-Time Faculty	

ELIGIBILITY TO RUN FOR SENATE SEAT

Chairs, Assistant Chairs, full-time faculty and part-time faculty who are employed during the nomination process are eligible to be nominated within his/her academic category.

ELIGIBILITY TO NOMINATE SENATORS

Senate constituents are eligible to nominate senate candidates within his/her academic category.

ELIGIBILITY TO SERVE ON THE ACADEMIC SENATE

Chairs, Assistant Chairs, full-time faculty and part-time faculty who are employed during the term period in question, are eligible to serve on the Academic Senate.

SENATE CONSTITUENTS

Senate constituents include all Chairs, Assistant Chairs and persons that teach courses in one or more of the four schools or the Library at Pratt Institute. They include:

- Full-time faculty
- Part-time faculty
- Chairs and Assistant Chairs, including those with interim and acting designations
- Staff and administrators who teach, including Lecturers, Tutors, Technicians, Coordinators, Assistants to Chair, Deans, Directors, Assistant Directors and Associate Directors.
- Faculty, Chairs and Assistant Chairs on leaves of absence.

NOMINATIONS AND ELECTIONS COMMITTEE

The Academic Senate's Nominations & Elections Committee is comprised of its Executive Committee:

- Tony White, Vice-president and Chair of Nominations & Elections
- Jenny Lee, President
- Sean Sullivan, Secretary

ACKNOWLEDGEMENTS

The Senate's Nominations & Elections process is facilitated, in part, by the Student Council, Pratt's Copy Center, Mail Center and the offices of the Provost, Human Resources and Administrative Support.