2012-2013: Parsons Review Process for Term Appointments

The following document establishes a review process for full-time, term and renewable term faculty at Parsons. Term and renewable term faculty represent approximately half of Parsons full-time faculty providing balance to our overall faculty cohort, particularly in the areas of teaching and service to our community. The review of term faculty will have at the core the individual faculty member's job description – which clearly outlines Parsons expectations of that faculty.

Materials Required to be presented by the Candidate

The following materials should be submitted as .pdf to the Office of Faculty Affairs:

- 1. Candidate's current CV.
- 2. Candidate's 5-7 page statement. The job description is the underlying document for the faculty member's statement. The purpose of the statement is to provide a descriptive overview of the candidate's contributions to their specific program or school in the areas of teaching, service, and research/scholarship/professional practice with appropriate weighting based on the job description and Parsons/TNS expectations. The statement should also provide self-reflective context for the materials submitted in the supplemental portfolio.
- 3. Supplemental Evidence: consisting of materials that support or are referenced in the Candidate's statement. The evidence should include the faculty member's course syllabi, a list of courses they taught since the last review (or initial appointment) and other evidence of their activities as appropriate (e.g., publications, exhibition catalogs, student work samples, etc.). The evidence in should be based on the nature of the candidate's job description and could include from among the following types of evidence. (Please note that this is not a comprehensive list, nor is it expected that faculty would include evidence from all categories; faculty would provide evidence to support your personal statement from among the following examples of evidence. For a more comprehensive list, please refer to the Full-Time Faculty Handbook, pp. 70-85)

Teaching

Syllabi: Samples of syllabi should be chosen to demonstrate the range and development of your pedagogy. These can include examples of assignments, quizzes, exams, portfolios, etc., which should be clearly matched with syllabi. List of courses taught including course titles, year and semester the course was offered along with a short description of the course, the number of students enrolled, and the level (grad, undergrad, mixed).

Service

List of service activities including the title of the committee, along with the year and charge of the committee should be included, along with relevant indication of the role played on the committee (i.e. Chair). In addition, list any activities in service to your profession, including membership in professional organizations, service on professional committees, etc. Indicate your level and dates of involvement. You may also include reports that you authored or other information relevant to your service.

Scholarship/Professional Practice

For practice-based work and performance, this section should include only material that has been published, performed, exhibited or presented to the public. Examples of performance and practice-based work include: built, exhibited or realized works or designs; exhibition catalogues; design patents; management reports or public surveys; music/theater/critical manuscripts; videos, published works, or music scores performed by others; other materials as appropriate to your discipline.

For traditional academic disciplines this section should include only material that has been published or presented. Examples of scholarship include: books, articles, conference papers, and reviews.

Supplemental Materials provided by the School

- 1. Job description.
- 2. Course evaluation forms.

Mentoring

During the AY 2011-2012, the Office of Faculty affairs will offer Faculty Forums to mentor candidates on review process, academic CV, and candidate statements.

Proposed Timeline

| Deadlines | |
|-------------------------------|---|
| Aug. 15, 2012 | Candidate submits CV, statement, and supplemental evidence to the Office of Faculty |
| | Affairs. |
| Nov. 1, 2012 | School based review completed: School Dean reviews materials and submits written |
| | report to the Faculty Affairs Office. |
| Dec. 1, 2012 | Parsons-wide subcommittees review Candidate's materials (11/2 – 12/1) and school- |
| | based reports, and make recommendation to the Dean of Parsons. |
| Jan. 15, 2013 | Parsons Dean reviews and makes recommendation to the Provost's Office. |
| February 1 – | Materials route to UTRC by PO for procedural review. |
| March 31 st , 2013 | |
| April 1 – May 1, | Provost reviews and makes final recommendation. |
| 2013 | |
| May 15, 2013 | Notification letters go out to Candidates from the Parsons Dean. |

Submission Requirements

Parsons is mandating digital submissions for all 1213 term faculty reappointment reviews. Your submission should be digital files on one (1) flash drive. A blank flash drive is available for pick up in the Office of Faculty Affairs starting in June 2012. PDF format is required for your submission and must be viewable in Adobe Acrobat Reader version 9. The digital materials must be viewable on both a PC and a Mac platform, and should not require the viewer to install specialized software or hardware other than the most currently available Adobe Acrobat Reader available at http://get.adobe.com/reader/>. Please use "screen" or "online" lower resolution settings for the PDF to insure that the dossier is easily transmissible and readable for all platforms and systems. Do limit files to no larger than 100MB given the limitations of the file sharing system currently in place. Web-based dossiers are not currently accepted since dossiers may not be updated after submission. Time-based documentation of performances, installations, and other works should be included in QuickTime format (.mov). Publications, if any, should be included in their entirety as duplicable digital/PDF copy. Your publisher may be able to provide you a PDF file of your publication solely for review purposes. Alternatively, you may utilize the University Mail & Duplicating Services, which can scan the entire publication. (NOTE: this requires the destruction of the original copy, whose binding is sliced off so pages can be fed into the scanner.) Please notify Leoni McLeod no later than July 1 if you want to utilize this service, as the service will require a FOAP, i.e. budget number, and Duplicating Services will require lead time.

If you have any questions, please don't hesitate to contact the Parsons Office of Faculty Affairs:

- Nadine Bourgeois, 212.229.8913 (or x4252) / bourgeon@newschool.edu / 66 5th Avenue, Rm 710
- Soo Chon, 212.229.8951 x3435 / chons1@newschool.edu / 66 5th Avenue, Rm 711

- Leoni McLeod, 212-229-8951 x4202 / <u>mcleodl@newschool.edu</u> / 66 5th Avenue, Rm 709.