2013-2014 Promotion Review

Dear Faculty,

In anticipation of your upcoming promotion review, scheduled for academic year 2013-14, this email contains additional information about the promotion review, important deadlines, and Parsons' dossier guidelines. A university-wide guidelines document is available from the website of the Provost's Office: http://www.newschool.edu/leadership/subpage.aspx?id=47786

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

- Leoni McLeod, 212-229-8951 x4202 / mcleodl@newschool.edu / 66 5th Avenue, Rm 709
- Soo Chon, 212-229-8951 x3435 / chons1@newschool.edu / 66 5th Avenue, Rm 711
- Nadine Bourgeois, 212.229.8913 x4252 / bourgeon@newschool.edu / 66 5th Avenue, Rm 710

Promotion Review Process and Deadlines

MARCH 1

Submit to Faculty Affairs your updated CV (PDF format), a brief statement of your area of research/scholarship/professional practice, and an annotated list of 3-5 potential external reviewers (also called external letter writers). Please provide the name, title, and complete contact information for the potential reviewers as well as a brief statement explaining your choice. You may also submit a veto list of up to three potential external reviewers whom you request should not be contacted. The names of the confirmed external reviewers will thereafter remain confidential.

MAY - JUNE

External reviewers will be identified and contacted by the Dean's Office or the Parsons Advancement, Promotion, and Tenure committee (APT). For tenure candidates, a minimum of 8-10 external letters are required. For EE candidates, a minimum of 5 external letters are required.

AUGUST 1

Dossier DUE in the Faculty Affairs Office, 66 Fifth Avenue, Suite 709.

AUGUST - SEPTEMBER.

Dossiers sent to external reviewers and their evaluative letters collected.

FALL 2013

Parsons school dean review. Parsons divisional committee review. Parsons dean's review.

SPRING 2014

University Promotion Review Committee (UPRC) review.

Provost's review. Approval by the president and the board of trustees.

LATE SPRING 2014

Official notification to the faculty member of the review outcome.

Additional Information Regarding the Annotated List of Potential External Reviewers:

The list should include 3-5 names and their primary affiliated institutions, and a one-sentence description of their field of expertise. The APT committee and dean's office will compile a final list of potential external reviewers that may include some or none of the names you submit.

An external reviewer should hold the rank of associate professor or full professor (full professor only, if you hold full professor rank) and should hold tenure or equivalent at his or her institution. In a field that extends beyond academia, the external reviewer should be someone with a well-established reputation in the field and familiar with the standards of academia. The external reviewers who are contacted by the dean's office are asked to provide an in-depth evaluation of primarily your research, scholarship and/or creative or professional practice, but also teaching and service, as reflected in the dossier you submit. When making the list, please keep in mind that the people you recommend may not be anyone who might be positioned to benefit from your promotion, such as your dissertation advisor, a co-editor or co-author, etc.

The dean's office solicits all of the external letters. The letters are confidential, and you should not attempt to contact any potential external reviewers, either before, during, or after the review.

Submission Requirements

Parsons is mandating digital dossiers for all 13-14 promotion and post-probationary reviews. Your submission should consist of:

1. <u>Digital dossier on one (1) flash drive.</u>

This includes all narrative and evidence that would normally be compiled in a binder: table of contents; updated CV; personal statement; and supporting evidence of teaching, scholarship/research/creative practice, and service. PDF format is required for your dossier submission and must be viewable in Adobe Acrobat Reader version 9. The dossier 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/>. For your digital dossier, 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 any single 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.

2. Hard copy binder (1 set).

One hard copy, compiled in a binder that duplicates the digital dossier.

3. Publications and work samples (15 hard copies or 1 duplicable digital/PDF copy). Publications and work samples should be included in their entirety. 15 hard copies are required if you choose not to use a digitized copy your publication. Alternatively, you may opt to provide a digital copy that the dean's office can duplicate for distribution to external reviewers and review committee members. Your publisher may be able to provide you a PDF file of your publication solely for review purposes. Alternatively, you may utilize Faculty Affairs' account with a local printshop who 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 in advance if you want to utilize this service to receive the necessary account access information.

Time-based documentation of performances, installations, and other works should be included in QuickTime format (.mov).

Dossier Support

The flash drive will be provided by the Office of Faculty Affairs, available for pick-up from May – July. Publications, original work samples, and any other supplies must be ordered through Parsons. We ask that you provide all requests for original work samples and supplies no later than May 1, 2013. No reimbursements of out of pocket expenses will be made. Leoni McLeod can assist you in submitting purchase requisitions. Please remember to allow time for processing and delivery.

If you do not have Adobe Acrobat Pro, which allows you to create and convert PDF files, Faculty Affairs can arrange to have it installed on your Parsons-issued laptop or desktop. Please contact Leoni McLeod.

Basic tech support will be available to those faculty who are not comfortable with the digital medium. From May through July, the Academic Resource Center (ARC), located at 66 Fifth Avenue, 4th floor, will provide technical troubleshooting. (Faculty are responsible for compiling/printing/duplicating their own dossier.) Additionally, an optional workshop will be offered to introduce faculty to Adobe Acrobat, a software application that can be used to create electronic publications. NOTE: While PDF format is required, this workshop is wholly voluntary although highly recommended if you are not familiar with creating PDF documents. The workshop will be offered in the spring.

The Provost's Office will be sponsoring a dossier preparation workshop in Spring 2013. Invitations will be sent to you from the Provost's Office. For additional information please contact Eleni Litt, Asst Provost Faculty Affairs:

litte@newschool.edu, or Jackie Clark, Coordinator of Faculty Affairs: clarkj@newschool.edu.

Dossier Guidelines

The Full-Time Faculty Handbook's appendices (p.70-84) provide guidance and suggestions for your dossier content and, as indicated above, the University-wide guidelines document is available from the Provost Office website:

http://www.newschool.edu/leadership/subpage.aspx?id=47786