

## CAPT OPERATING CODE 2013-2014

### Members of CAPT:

Kate Leavitt, Art (chair, fall)  
Mark Youndt, (chair, spring) Management and Business  
John Brueggemann, Sociology  
Matthew Hockenos, History  
Kyle Nichols, Geosciences  
Mehmet Odekon, Economics

**FUNCTION:** To represent the faculty on administrative appointments and reviews and on faculty appointments, promotions, tenure, and termination of service, and to make recommendations on these matters to the appropriate administrative officer. The administration shall consult CAPT to determine which administrative personnel decisions the committee judges to require faculty representation. Special meetings with the President and the Vice President for Academic Affairs and Dean of Faculty may be called at the request of any of these administrative officers or of the committee. The CAPT or its chair meets at least once each academic year with the Academic Affairs Committee of the Board of Trustees. Revisions to some parts of Part One, Faculty Rights and Responsibilities, of the Faculty Handbook are reviewed by the CAPT for its recommendations prior to a faculty vote.

**MEMBERSHIP:** Six faculty members with tenure, each from a different department chosen from the ranks of professor and associate professor, none of whom is on the Committee on Academic Freedom and Rights, the Faculty Advisory Board, and the Tenure Review Board, elected to serve three-year terms. Members of CAPT may not participate in the CAPT's discussion of tenure or promotion cases of candidates in their own departments; replacements for such cases will be selected from recent members of CAPT and the Tenure Review Board (or its predecessor, the CAPT Review Committee). The first eligible faculty member will be chosen from a list beginning with the most recent past members of the named groups (eligible replacements must have reviewed at least one case).

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**All dates refer to the 2013-2014 Academic Year (unless otherwise noted)**

### ***TENURE***

Candidates are informed of the President's recommendation by December 13. Notice of the decision by the Board of Trustees to grant tenure is given on or before March 1 as mandated in the Faculty Handbook.



4. By September 9, 2013 CAPT will send letters requesting information and recommendations to the persons in the Skidmore community suggested by the candidate requesting their evaluation of the candidate's professional work. Similar letters will also be sent to the chair of the appropriate department and to those full-time faculty members (and those with shared appointments) in the candidate's department and/or ID program (in the ranks defined in Part One, V Categories of Appointments to the Faculty, Topics A, Tenure-track appointments and E.2b. Artists or Writers-in residence, with the exception of those faculty holding full-time administrative appointments) who are in at least their third year of full-time service at Skidmore. Individuals writing letters are directed to Faculty Handbook, Part One, Section VI. A., Evaluative Criteria for Continued Service. CAPT informs those persons writing letters that "the candidate may have access to your letter after the tenure decision is made. Members of the Tenure Review Board may have access if the candidate petitions for review of a negative recommendation, and the candidate's advocate may have access in the event that a review of a negative recommendation by CAPT is granted. In addition, the Committee on Academic Freedom and Rights, the Assistant Director for Equal Employment Opportunity and Workforce Diversity (ADEWD), and the Faculty Advisory Board may also have access if a charge of violation of academic freedom and rights or a violation of anti-harassment policies requires it."
5. By September 9, 2013 CAPT will send a list of candidates for tenure to the President, with copies to the Dean of Faculty and Vice President for Academic Affairs (DOF/VPAA) and the ADOFP.
6. By September 9, 2013 CAPT will request that the candidate's department chair or, if the candidate's appointment is 100% in an ID Program, the ID Program Director (or ID Program Personnel Committee Chair if the Director is the candidate) or, if the candidate's appointment is shared between departments or ID Programs, the department Chair and the Program Director(s) (or PPC Chair if the Director is the candidate) provide letters that assess the candidate's credentials from the perspective of both an individual colleague and as department chair or ID Program Director. The chair and/or ID Program Director shall provide:
  - a. Student opinion regarding the faculty member as a teacher, with indication of the procedures by which this information was gathered (Faculty Handbook, Part One, Section IX. E. 3.h.). A statement and assessment of teaching effectiveness supported by an analysis of student evaluations collected over the years is likely to be helpful to CAPT as well.
  - b. Faculty opinion regarding the candidate as a teacher, based on class visits, with indication of the procedures by which this information was derived (Faculty Handbook, Part One, Section IX. E. 3.h)
  - c. A clear statement of the "extent to which ... [this] candidate's particular abilities will continue to be needed, as far as the department's future can be projected" (Faculty Handbook, Part One, Section IX. E. 5.d.).

Individuals writing letters of evaluation shall clearly state whether they do or do not recommend tenure, and why, according to the criteria for continued service (as found in Part One Faculty Rights and Responsibilities, Article VI Evaluative Criteria for Continued Service, Topic A Tenure-Track Faculty).

CAPT also requests from the ADOFP and the chairs of the departments concerned clear printouts of the all-College teaching evaluation summaries and departmental long form teaching evaluations for each semester and copies of the annual reports of activities.

7. If CAPT deems it appropriate, it will request information from other faculty members who have been closely associated with the candidate and from administrative officers such as Program Directors, Associate Deans of Faculty, Director of Academic Advising, and Dean of Student Affairs, who may be in positions to offer information about a candidate's participation in interdisciplinary programs, co-curricular activities, and academic advising,
8. Candidates for tenure may submit a letter on their own behalf.
9. The Chair of CAPT will prepare for each tenure candidate a folder containing relevant materials obtained from the candidate's department chair and all letters received from sources referred to above. The Chair of CAPT is responsible for ensuring those folders are complete insofar as the requested information is available. The Chair of CAPT will also create a file for any unsolicited letters. CAPT will treat all such material as confidential, and the Chair will deposit these folders in the CAPT Reading Room with instructions strictly to preserve their security.
10. Within seven days of CAPT's deadline for receipt of the chair's and the faculty's recommendations, the Chair of CAPT will send the tenure candidates a list of names of those who have written unsolicited letters about the candidates.
11. Each member of CAPT will read confidential folders of all candidates for tenure in preparation for the committee's deliberations.
12. CAPT will consider its recommendations during the period from Oct. 1 through November 29, 2013. The committee meets with the DOF/VPAA and the ADOFP at least once before the committee votes on the cases and presents its recommendation to the administration. At this meeting, the ADOFP provides his/her perspective; members of the CAPT may ask questions but do not offer opinions.
13. CAPT may also meet with other administrators during its deliberations.
14. CAPT may meet with candidates for tenure and with department members as it deems necessary.

about CAPT's recommendations, the DOF/VPAA and/or the ADOFP may request to meet with the CAPT, at which time, CAPT, without revealing individual positions, will provide reasons for the committee's recommendations. CAPT may also request an

evaluation. If the ADOFP finds in favor of the appointee, the case is returned to the department for reconsideration.

4. In a case where the disagreement between the department and the ADOFP cannot be resolved, the CAPT will review the candidate's file and make a third recommendation to the DOF/VPAA. This recommendation will be made on, but preferably before, September 30, as the CAPT's first order of fall business.
5. The DOF/VPAA decides to accept or reject recommendations in all cases presented. The decision on the candidate shall be announced as soon as possible to the departments concerned, but in no case later than October 15.

### ***REAPPOINTMENT***







***OTHER RESPONSIBILITIES OF CAPT***

1. CAPT calls a meeting of new members of the faculty, their chairs, and the ADOFP early in the spring semester to explain in detail the reappointment and tenure system at Skidmore.
2. CAPT calls a meeting in March with the ADOFP and the chairs (only) of newly

