H. Appeal against Dismissal ..... 140
I. Extension of Time Periods ..... 141
XII. APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRS ..... 141
A. Criteria for Appointment ..... 141
B. Procedures for Appointment ..... 141
C. Procedures for Review ..... 141
D. Obligations Pertaining to

E. Annual Reports ..... 209
F. Faculty Governance Structure ..... 209
1. The Service Cycle ..... 209
2. Faculty Governance Committees ..... 210
a. FACULTY EXECUTIVE COMMITTEE (FEC) Elected ..... 210
b. APPOINTMENTS AND TENURE COMMITTEE (ATC) Elected ..... 211
c. PROMOTIONS COMMITTEE (ATC) Elected ..... 211
d. COMMITTEE ON EDUCATIONAL POLICIES AND PLANNING (CEPP) Elected ..... 212
e. COMMITTEE ON ACADEMIC FREEDOM AND RIGHTS (CAFR) Elected ..... 212
f. CURRICULUM COMMITTEE Elected ..... 212
g. FACULTY DEVELOPMENT COMMITTEE (FDC) Elected ..... 213
h. TENURE REVIEW BOARD Elected ..... 213
i. TENURE APPEAL COMMITTEE ..... 213
j. PERICLEAN HONORS FORUM COUNCIL Elected ..... 213
l. ATHLETIC COUNCIL Elected ..... 214
m. SELF-DETERMINED MAJOR COMMITTEE Appointed ..... 214
n. COMMITTEE ON ACADEMIC STANDING (CAS) Appointed ..... 214
o. FACULTY ADVISORY BOARD (FAB) Elected ..... 215

The Committee on Academic Freedom and Rights (CAFR) and ATC have been recognized by the Board of Trustees, the President, and the Faculty as representing the Faculty of Skidmore College in discussions with the President, the Dean of the Faculty/Vice President for Academic Affairs, and the corresponding committee of the Trustees on matters of common concern and responsibility. On questions of academic freedom and tenure, CAFR and ATC represent the Faculty to the President, the Dean of the Faculty/Vice President for Academic Affairs, and the Trustees and make recommendations for their consideration. The confidential nature of these discussions is respected by all parties taking part.

## V. ACADEMIC FREEDOM AND INTELLECTUAL PROPERTY

The Faculty has adopted an Intellectual Property Policy for the purpose of (a) promoting the creativity of the entire College community and to reflect the contributions of inventor(s) and the institution in the determination of the rights of ownership, use, and the distribution of equity interest; (b) ensuring that discoveries, inventions, and other creations generated by the Skidmore College community are utilized in ways most likely to benefit the public; (c) assisting the Skidmore community in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under US law; and (d) sustaining and enhancing the College's ability to engage in sponsored research and scholarship, funded by federal, state and private sponsors who require that policies and procedures exist for the management of intellectual property interests.

In addition, U.S. Federal Law (37 CFR Section 401) mandates that all recipients of federal grants or contracts must: (1) have intellectual property policies in place regarding the ownership of derivative intellectual property and that such polices require employees to disclose all such inventions; (2) report the details of inventions and patents that have been made through federal grants or contracts; (3) notify the federal sponsor that it will retain ownership of the invention and take steps to commercialize the invention or request permission to transfer title to a third party; and (4) provide a nonexclusive, nontransferable, irrevocable, paid-up license for the government to practice or have the invention practiced on its behalf throughout the world. The above requirements are also stipulated in Notices of Grant Award, contract terms and in the award policies of each agency.

### A. Intellectual Property Policy

#### Introduction

This policy on intellectual property acknowledges the critical role that creativity plays in the intellectual fabric and identity of the College.

The purpose of this policy is to:

- ensure that members of the Skidmore community remain free to create and enjoy the benefits of their creations;
-

Author is defined as a person who creates a copyrighted work.

Community members are defined to be the President, members of the President's cabinet, faculty, staff and students.

Copyright is defined as a form of protection the law provides to the authors of "original works of authorship: for their intellectual works that are "fixed in any tangible medium of expression," both published and unpublished. Examples of works which are eligible for copyright protection include: books; periodicals; software; musical or dramatic works; pictorial or other artistic works; and audiovisual works. Copyright includes a bundle of rights: The right to reproduce the copyrighted work; the right to distribute copies of it; the right to prepare derivative works based upon the copyrighted work; and the right to make public performances or displays of most copyrighted works.

Institutional Works is defined as works created by non-faculty employees (either staff or student employees) within the scope of their employment.

Institutionally Commissioned Work as used in Part B.II.A is defined as work that the College specifically commissions its employee(s) to create or produce outside their regular scope of employment. Institutionally Commissioned Work does not include works produced with routine support (see definition below) either during the period of an academic appointment or during the summer.

Intellectual property is defined as creations of the mind or intellect, the ownership of which is recognized and protected by law. It includes any patentable invention, tangible research property, copyrightable subject matter, trademarks, trade secrets, works of art and inventions or creations that might normally be developed on a proprietary basis.

Invention is defined as any new or useful process or discovery, art, method, technique, product, machine, device manufacture, software, composition of matter, or improvement thereof.

Invention Disclosure Form is a form that reports and describes a new invention, signed by the inventor(s).

Inventor is defined as any individual associa(i)7 an anl7.7 (n)-12.1 (y i)-175nt(n)-c(l7)7 a5 1l7nihe aiC.554l7-7.7 (n)-4.1 ( a)c

however, the Dean of the Faculty/Vice President for Academic Affairs in consultation with the PPC shall appoint a tenured faculty member from the committee to serve as Chair. Appointments will be for one term of three years or for two or more consecutive terms,

the Dean of the Faculty/Vice President for Academic Affairs on or before February 15 of the first year to terminate the appointee's contract. If the Dean of the Faculty/Vice President for Academic Affairs grants the request, the Dean of the Faculty/Vice President for Academic Affairs

choose to petition the Associate Dean of the Faculty (faculty affairs) to retain their Visiting Assistant Professor title.

f. Teaching Professor: A Teaching Professor is a full-time member of the faculty in a department or program who has taught at the College for at least three years without interruption. Teaching Professors possess a terminal degree and the credentials required for appointment at the professorial rank. Promotion to Senior Teaching Professor is recommended to the Associate Dean of the Faculty (faculty affairs) by the department or program in accordance with internal departmental or program procedures and the criteria set forth in Part One (Faculty Rights and Responsibilities), Section VIII, C(4). Although Teaching Professors may stand for promotion, they are not eligible for tenure.

g. Lecturer: A Lecturer is a full- or part-time member of the faculty in a department or program. Lecturers may be practicing professionals qualified by the possession of special skills or experience though they might not have the academic credentials required for appointment at the professorial rank. Promotion to Senior Lecturer is recommended to the Associate Dean of the Faculty (faculty affairs) by the department or program in accordance with internal department or program procedures and the criteria set forth in Part One, Section VIII (Evaluation of Faculty for Continued Service and Advancement in Rank), Section C(5). Although full-time Lecturers may stand for promotion, they are not eligible to the Teaching Professor rank or to tenure.

h. Instructor: An Instructor is a full- or part-time teaching member of the faculty. Instructors principally collaborate with other faculty in the design and/or delivery of the curriculum in a department or program. Promotion to Senior Instructor is granted by the department according to departmental procedures and with the consent of the Dean of the Faculty/Vice President for Academic Affairs.

i. Visiting Instructor: A Visiting Instructor is a full- or part-time appointment for fewer than three years.

j. Research Associate: This is a non-teaching, non-salaried appointment. The College will provide office and/or laboratory space if possible and use of library, computing, and recreational facilities. Research Associates may apply for external research funding as a member of the College and is expected to contribute to the overall scholarship of their assigned eareto 10.1 (n).eto 10.14 (es)5/MCID 9 BDC -437718 -1.157 Td( )TjEMC /P

## VII. RIGHTS, OBLIGATIONS, AND RESPONSIBILITIES OF ALL FACULTY

### A. Rights of Members of the Faculty

Rights of members of the Faculty include, but are not limited to, the following:

1. All members of the Faculty, regardless of status or rank, are entitled to the Academic Freedoms described previously (Part One, Article IV [Academic Freedom and Tenure]). Faculty members who believe there have been violations of their academic freedom and rights may bring such grievance to CAFR.

2. All faculty members have the right to receive from their Department Chairs written evaluations of their performance: annually if non-tenured; every three years if tenured, or if Library faculty in more than their sixth consecutive year of continuing service; or more frequently and

4. *Office Hours*: Faculty members will post and observe regular office hours for consultation and guidance of students and will report those hours to the Department Chair.

5. *Administrative Meetings*: Faculty members are expected to attend Faculty Meetings and departmental and committee meetings when called.

6. *College Functions*: Faculty members are expected to attend Commencement, and they may be asked to represent their department or program at Honors Convocation. Any faculty member unable to attend Commencement should notify the Dean of the Faculty/Vice President for Academic Affairs. Faculty members are encouraged to wear academic regalia at Com

2020-

examinations. The development of these elements, and the generation of new courses, is itself a feature of successful teaching.

- *Fostering student learning*. Successful teaching brings students to engage course materials in a manner that broadens and deepens their intellectual horizons, and may do so employing a variety of strategies and techniques, such as lectures, discussion, group activities, writing, etc. But all successful teaching creates an environment that leads to the students' successful mastery of the course materials and furthers them as independent learners. Successful teachers continue to develop materials and pedagogical techniques that further this end. Successful presentation of course materials includes responsiveness to student participation, providing timely and helpful feedback on assignments and examinations; being available to students outside of class; offering advice and counsel about students' education paths forward in the near and long term. Ultimately, the litmus test of successful teaching is a faculty member's abilnmuantsf6.9 (l)-5.1 ((i)-5.4( s)-tvi)4.2 (r

~~2020~~2021~~-2022~~

# FACULTY HANDBOOK

The broad categories described below encompass the range of professional activities that faculty members can undertake in order to fulfill their responsibilities in service. Faculty members are not expected to perform active service in all of these categories in any one review period or even across an entire career. However, they are expected to demonstrate that they are effectively performing their fair share of this important faculty work.

- *Service to students*. The demands of mentoring fall unequally across the faculty. The concern for the personal and academic well-being of students that this work requires is expressed in the time and care that faculty invest beyond routine advising. In performing this work, faculty need to attain and draw upon knowledge of programmatic and general education curricula and academic policies.

- *Service to departments or academic programs*. This area of service encompasses the various forms of shared work that are particular to academic departments and programs. This includes developing, vetting, delivering, and assessing a department's or program's curriculum. The effectiveness of this work is guided by a faculty member's knowledge of disciplinary practices on a national level, the particular goals of a department at the college, and the contribution of a department to the general curriculum at the college. Such work can be ongoing (e.g., attending department meetings, managing an endowed fund, sponsoring a student organization, directing student honors projects and independent studies) or episodic (e.g., assisting in a departmental review, participating as a member of a search committee, or other standing or ad hoc groups formed to accomplish the goals of the department or program, advising students, and writing letters of recommendation). Effective faculty help to advance this important shared work.

- *Service to the college*. Faculty participate in governance by attending college assemblies and Faculty Meetings, as well as meetings of their departments or programs. Faculty can serve the college as a whole by taking on formal responsibilities such as serving on governance committees, task forces or work groups, or taking on administrative duties, such as chairing a department, directing a program, or assuming some other administrative post. Service includes informal activities such as assisting at Admissions events, directing a student research symposium, performing or speaking at an alumni event or at an event on campus, or advising student organizations. Faculty may also serve the college by undertaking activities with external groups in Saratoga Springs and beyond that increase the visibility of the college or otherwise advance the College's mission.

- *Service to the academic profession*. This area of professional service includes, but is not limited to, holding office or some other position of responsibility in a state, regional, or national professional or disciplinary organization; serving as an evaluator, officer, or consultant for an accrediting body, or as a member of a departmental accrediting body, or as a member of a departmental evaluation team at another institution; serving as a member of a program committee or conference planning committee; refereeing manuscripts for publication; or engaging in other forms of consulting in the service of one's discipline or professional community.

B. Pre-Tenure-Track Faculty

Criteria for pre-tenure-track faculty are (1) high-quality teaching, as defined above, and (2) progress toward the terminal degree (see Part One, Article VI [Appointments to the Faculty], Section D [Pre-Tenure-Track Appointments]).

C. Non-Tenure-

D. Reappointment

1. Reappointment of Full-Time Tenure-Track and Library Faculty in Professorial Ranks

Each department in the College shall follow its established procedures to evaluate candidates for reappointment. If candidates have taught in an interdisciplinary program, or in a department other than the one in which they hold an appointment, the procedures must ensure a mechanism for obtaining information about their performance in this other department or program. The Chair will file these procedures with the Dean of the Faculty/Vice President for Academic Affairs and make them available to the candidate well in advance of the evaluation. These procedures must be in accordance with the principles of academic freedom and must ensure that the standards for continued service are considered.

a. *Third Year*

i. An appointee will be evaluated in the third year according to department or program procedures. The Department or Program Personnel Committee (PPC) Chair must submit, at a minimum, a consensus letter signed by all faculty eligible to write on behalf of the candidate as indicated by department or program procedures that summarizes (1) the department's or program's overall recommendation,

ii. The Associate Dean of the Faculty (faculty affairs) must, on or before February 15[4], recommend to the Dean of the Faculty/Vice President for Academic Affairs either a further three-year contract or termination of the individual's service. The Associate Dean of the Faculty (faculty affairs) shall base this recommendation on the evidence submitted by the candidate's department and on the standards of excellence which the Dean maintains for the Faculty as a whole.

iii. The Associate Dean of the Faculty (faculty affairs) will report reappointment recommendations to ATC on or before February 15.[5]

iv. If the recommendations of the department and the Associate Dean of the Faculty (faculty affairs) differ, ATC will review the candidate's file and make a third recommendation to the Dean of the Faculty/Vice President for Academic Affairs. This recommendation will be made on or before February 25.[6]

v. The Dean of the Faculty/Vice President for Academic Affairs shall make the decision to accept or reject recommendations in all cases presented. The decision on the candidates shall be announced as soon as possible to the departments concerned. The Dean of the Faculty/Vice President for Academic Affairs shall offer further three-year contracts to successful reappointment candidates on or before March 1.

vi. A candidate for reappointment to whom a further three-year contract is not offered in the third year shall receive written notice of a terminal one-year appointment from the Dean of the Faculty/Vice President for Academic Affairs on or before March 1.

vii. Reappointment consideration of faculty holding shared appointments follows the above procedures. If one partner in a shared appointment is not reappointed, the reappointed partner may, as an option, assume a full-time faculty position at the end of the other partner's terminal year. Should the partner choose not to do so, the position will no longer be tenure-track.

viii. Candidates for reappointment shall have access to all written materials immediately following notification of the Dean of the Faculty/Vice President for Academic Affairs' decision. These materials may not be photocopied.

ix. The Dean of the Faculty/Vice President for Academic Affairs shall convey the result of a review to the candidate on or before May 1.

x. Reviews.

(1) If the appointee believes that the decision against reappointment was made in violation of academic freedom and rights or was procedurally inadequate, CAFR, upon petition by the appointee, will review the allegations and report to the President.

(2) If the appointee believes that the decision against reappointment was based on inadequate consideration of the standards for continued service, the Associate Dean of the Faculty (faculty affairs) may review the evaluation.

[4] See annual ATC Operating Code and Calendar.
[5] *Ibid.*
[6] *Ibid.*

2. Reappointment of Librarians

During the third year of service, Library faculty will be evaluated according to the same principles and procedures described herein for tenure-track faculty. In the sixth year, the evaluation process will include at least one faculty member from another department who indicates a willingness to serve, chosen by the Dean of the Faculty/Vice President for Academic Affairs in consultation with ATC. For contracts beyond the sixth year, the reappointment procedure is that of the third year, with the department making a recommendation to the Dean of the Faculty/Vice President for Academic Affairs. In the case of a disagreement between the department and the Dean of the Faculty/Vice President for Academic Affairs, ATC will provide an additional recommendation for the President's consideration. If the candidate is denied reappointment, the candidate may appeal if there is the support of two-thirds of the faculty who participated in the 82 (h)5 (ip)-t1.157 Td[(o)- -0n75 (1e)-2.3 Tc -0n.2f whipmnd.2e i(h) A af afapr af

2020-2021

2020-

2020-2021

b. A faculty member whose initial appointment begins in the middle of the academic year has the option of having the first semester of service count as one full service year or not count at all. This option must be

b. ATC shall annually disseminate its calendar, its operating code, and the operating codes of the Tenure Appeal Committee to all faculty.

c. ATC has the responsibility of securing information with respect to the candidate's teaching competence, professional accomplishment, and service to the academic community from all years and institutions the candidate applies towards tenure. Sources of this information include:

   i. Full-time faculty and those holding shared appointments in the department concerned (in the ranks defined in Part One [Faculty Rights and Responsibilities], Article VI [Appointments to the Faculty], Sections A [Tenure-Track Appointments] and E [Non-Tenure-

of all letters, the Chair of ATC will give the candidate a list of names of those who have written unsolicited letters about the candidate.

e. The following procedures should be observed:

i.

Faculty (faculty affairs); and others deemed necessary by the ~~TRB~~TRS to assess the petition. The ~~TRB~~TRS shall be bound by confidentiality.

d. The Tenure Review ~~Board~~ Subcommittee will convey its recommendation to the President, the Dean of the Faculty/Vice President for Academic Affairs, ATC, the department Chair or program Director, and the candidate by April 1. If the Tenure Review ~~Board~~Subcommittee has determined that the case merits reconsideration, the Chair of ATC shall initiate the review by convening the Tenure Appeal Committee (TAC)~~, a committee consisting of the seven members of ATC plus the three members of the Tenure Review Board~~ The TAC consists of two members of the ATC (the current and incoming chairs), two members of the TRS (the current and upcoming chairs of CAFR), and three former members of ATC or CAPT from previous years. The former members of the ATC or CAPT are identified by the chair of the ATC according to the process for soliciting ATC substitutes when there is a conflict of interest in a tenure case. Specifically, former members who do not have a conflict of interest and are not on leave are solicited in order of most recent full-

F. Promotion

1. Guidelines for Advancement in Rank

a. Promotion to the rank of Associate Professor accompanies the granting of tenure. Faculty at the rank of Assistant Professor, based on prior full-time teaching employment at Skidmore or at other colleges or universities, may become candidates for promotion to Associate Professor and for tenure as early as the beginning of the fall term of their fourth year of full-time service as faculty members of Skidmore. The criteria for promotion to the rank of Associate Professor are those for tenure.

b. Promotion to the rank of Full Professor is awarded not on the basis of time in rank but because of the candidate's demonstration of accomplishments; faculty may stand for promotion at their discretion. appropriate terminal degree (or its professional equivalent) normally is required. Promotion to this rank shall be granted to faculty who have shown evidence of continuing high-

2. Procedures for Promotion

a. *Professorial Ranks*

i. Promotions are granted by the Board of Trustees upon the recommendation of the President, who consults as necessary with the Dean of the Faculty/Vice President for Academic Affairs, the Associate Dean of the Faculty (faculty affairs), ATC and PC, and the Chair of the department concerned. Except in the case of the Library faculty, ATC's and PC's role in promotion is limited to full-time and shared tenure-track appointments to professorial ranks.

ii. Faculty may stand for promotion to Professor at their discretion. Consideration for promotion to Professor then

(2) all scholarly, creative, or professional materials produced since the last promotion; the candidates may add some earlier materials for purposes of context or to show continued growth. The ~~C~~candidates may wish to seek letters from Skidmore colleagues outside their department/program qualified to speak to their professional accomplishment. The candidate shall also include a Research/Artistic Statement, which articulates the significance, scope, and future directions of scholarly/creative work. ~~Candidates may also wish to include a statement about achievements and works in progress.~~

(3) the ten most recent ~~consecutive~~ semesters of teaching evaluations. For purposes of context, the candidate may wish to include other evaluations. The candidate shall also add copies of syllabi, and tllETf9.1e -Track F2.97l7 (c)-7.8 (ul1e )]TJty, ).

The candidate may wish to provide relevant documents and seek letters from Committee Chairs or members who c2.97l9 (n)12.1 ( s)9.5 (pe)4.2 (c)2.4 (i)-2.3 (a)-2.1 (l)]TJ 0.006 Tc -0.015 Tw 11.518 0 Td[(b)-12 (o)-12 (ut)-5.7 ( t)-5.7 (he)-19.8 ( q

a Service Statement, which articulates service goals and accomplishments that demonstrate a record of sustained, significant, and effective service to the college.

(6)

b. Consideration

i. On or before either October 15 or January 15 (whichever date pertains) of the year preceding the intended leave, the applicant's Chair should submit to the Dean of the Faculty/Vice President for Academic Affairs an evaluation of the project together with an explanation of departmental arrangements for the applicant's absence. The Dean of the Faculty/Vice President for Academic Affairs' Office will transmit a copy to the Chair of the Faculty Development Committee.

ii. Applications will be considered jointly by the Dean of the Faculty/Vice President for Academic Affairs and the Faculty Development Committee. The Dean of the Faculty/Vice President for Academic Affairs makes recommendations to the Board of Trustees for final approval.

iii. Applicants and their departmental Chairs will be notified by November 15 or March 1 (whichever date pertains) of the academic year preceding the leave.

c. Reporting

i. Major changes in objectives after the leave has been granted must be reported and may be made only by agreement with the Dean of the Faculty/Vice President for Academic Affairs. Petition for such change must be made in writing.

ii. Upon completion of the leave, a final report shall be sent to the Dean of the Faculty/Vice President for Academic Affairs and the Chair of the department, not later than April 15 in the case of first-semester leaves and November 15 in the case of second-semester or full-year leaves.

iii. Failure to file a satisfactory sabbatical report will affect eligibility for future sabbatical leaves.

4. *Criteria for Evaluating Proposals*

In evaluating applications, the following will be considered:

a. the worth of the project;

b. length of service without leave;

c. ease of departmental arrangements;

d. financial condition of the College;

e. benefit to the individual and the College;

f. the individual's fulfillment of obligations regarding any previous sabbaticals as outlined in paragraph 3, c, iii above.

5. *Sabbatical Salaries*

The stipend for sabbatical salaries is one-half the annual salary for a leave of one academic year, or full salary for a leave of one semester.

B. Pre-Tenure Paid Research Leaves of Absence

1. *Purpose*

Pre-tenure paid leaves are intended to provide untenured faculty with opportunities for research in support of

department chair or program director, and others if appropriate. The faculty member may have a representative (not an attorney) present during the meeting.

After this meeting, the Associate Dean of the Faculty (faculty affairs) will have 15 work days to complete the inquiry and to respond in writing to the faculty member regarding the outcome and the imposition of any disciplinary sanctions.

Formal disciplinary sanctions may include (but are not limited to):

x pln 12712 (cg )-12a (n)1et p9 (h)8 (m af)922e;2114.2(m)7 0 Td[(w)17.1 ( 0 1 Tf

same department or program as the faculty member (where "program" is understood as a unit whose members regularly engage with one another); any panelist with a conflict of interest may not serve. In addition, the faculty member and the Associate Dean of the Faculty (faculty affairs) may each make one request that the FAB chair select a replacement. The GP will select a chair from among its membership.

The Associate Dean of the Faculty (faculty affairs) will provide the GP with the statement of charges, any other information gathered during the preliminary inquiry, and a rationale for the sanction(s) imposed. The faculty member will meet with the GP and may propose that the GP meet with others who will speak on the faculty member's behalf. The GP may also seek interviews with any persons who may have information relevant to the charges. All individuals appearing before the GP may have a representative (not an attorney) present at any meetings.

The Associate Dean of the Faculty (faculty affairs) shall convey to the GP the statement of charges and any other information gathered during the preliminary inquiry. The GP shall send copies of the charges in writing to the faculty member within 5 work days of receipt of the case from the Associate Dean of the Faculty (faculty affairs) and notify the faculty member that the faculty member has a right to appear before the committee to present a response. The faculty member may take up to 20 work days to prepare the response and may propose that the GP meet with Gnqrs (nq.7 (o)-12 .4 (v

I. Extension of Time Periods

If circumstances warrant, the College reserves the right to extend any time periods identified in Article XI.

## XII. APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRS

A. Criteria for Appointment

1. The appointee shall normally hold the rank of Associate or full Professor.

2. The appointee should have extensive and successful teaching experience.

3. The appointee should have qualities of personal and professional leadership and should have demonstrated evidence of administrative skill.

B. Procedures for Appointment

1. Appointment of a Department Chair is made by the Dean of the Faculty/Vice President for Academic Affairs in consultation with the members of the department concerned.

2. Appointments to the Chair are for one year and are renewable; four to eight years is the normal length of service. A Chair (tenured or untenured) may not be removed as Chair during the course of an academic year except for cause.

C. Procedures for Review

1. Department Chairs shall be reviewed once every four years. In the event of an intervening sabbatical or leave of absence, the review will take place in the fifth year. More frequent reviews may take place at the request of the Chair or the Dean of the Faculty/Vice President for Academic Affairs. Untenured faculty serving as Chairs at the time of review for reappointment or for tenure shall be reviewed separately as Department Chairs.

2. The review of a Department Chair shall be conducted by the Dean of the Faculty/Vice President for Academic Affairs. Each member of the department shall be requested to present a written evaluation to the Dean of the Faculty/Vice President for Academic Affairs. All such statements shall be confidential.

3. Student majors in the department shall also be involved in the review of Chairs, each department determining its method of student involvement.

D. Obligations Pertaining to Department Chairs

1.

XIII. APPOINTMENT, REVIEW, AND EVALUATION OF DIRECTORS OF INTERDISCIPLINARY PROGRAMS

A. Criteria for Appointment

1. The appointee shall normally hold the rank of Assistant, Associate, or full Professor.

2. The appointee should have extensive and successful teaching experience.

3. The appointee should have qualities of personal and professional leadership and should demonstrate evidence of administrative skill.

B. Procedures for Appointment

1. Appointment of a Program Director is made by the Dean of the Faculty/Vice President for Academic Affairs in consultation with the teaching faculty in the program and (when applicable) the appropriate Department Chair.

2.

In the case of tenure-track appointments to programs, the Director consults with the Dean of the Faculty/Vice President for Academic Affairs on the formation of a Program Personnel Committee, and the Director (in consultation with the ID PPC) performs those functions normally assumed by a Chair in recruitment, support, and evaluation of tenure-track faculty with regard to search procedures, appointment, reappointment, promotion, tenure, sabbatical and leave, salary recommendations, faculty development and mentoring, as well as annual letters of evaluation as described in Part One, Article VI, Section B and Article XII, Section D, number 3 above.

In the case of a proportional appointment shared between an ID program and a department or between two ID Programs, the Program Director communicates with the Department Chair or other Program Director at least once a semester in order to coordinate the shared faculty member's teaching and service assignments and to perform all other personnel duties of a Program Director or Chair, including periodic letters of evaluation.

4. *Communication*: The Director should foster effective intra- and inter-program communications among all students, faculty, and administrators, making clear to these constituencies the nature of all program policies and procedures. The Director is responsible for keeping the catalogue description of the program current and accurate and for the annual program report to the Dean of the Faculty/Vice President for Academic Affairs.

5. *Support*: The Director, in consultation with the Dean of the Faculty/Vice President for Academic Affairs and the appropriate Department Chair, if relevant, shall make necessary budgetary provisions for teaching aids such as

A. A proposal to establish or eliminate a department shall be made first to the Committee on Educational Policies and Planning (CEPP) by members of the faculty, student body, or administration. The proposal shall be accompanied by a complete rationale based on academic concerns. CEPP shall report the existence of such a proposal to the faculty at the next Faculty Meeting.

B. CEPP shall consider the proposal and rationale in the context of all the issues that are releva-

## XVII. ESTABLISHMENT OR ELIMINATION OF A MINOR

Authority to establish or eliminate minors is vested in the Faculty and Dean of Faculty/Vice President for Academic Affairs. The primary vehicle for faculty approval rests with the Curriculum Committee.

Establishment or elimination of a minor is accomplished according to the following procedures:

A. A proposal to establish or eliminate a minor shall be made first to the Curriculum Committee by members of the Faculty. The proposal shall be accompanied by a complete rationale based on academic concerns.

B. The Curriculum Committee shall consider the proposal and rationale in the context of all the issues that are relevant to the College's long-range educational goals. During its study, the Curriculum Committee shall work closely with the Administration and the department/program (or departments/programs) of the minor in question and will consult with CEPP. It will invite faculty input.

C. Upon approval of a proposal to establish or eliminate a minor, the result will be announced at a Faculty Meeting by the Curriculum Committee.

## XVIII. REIMBURSEMENT FOR PROFESSIONAL ACTIVITIES

Requests for reimbursement are made through the Department Chair on forms obtainable from the Office of Financial Services. If a faculty member is a participant in a professional event, reimbursement for expenses may be made through the Dean of the Faculty/Vice President for Academic Affairs rather than from departmental funds. Policies for such support shall be established and conveyed to the Faculty by the Dean of the Faculty/Vice President for Academic Affairs.

## XIX. FACULTY GOVERNANCE

Faculty governance is carried out through decisions made at Faculty Meetings and through a system of committees of the Faculty as described in Part Two. Faculty Meetings, presided over by the ~~President~~Dean of the Faculty/Vice President for Academic Affairs, are generally held on the first Friday of each month. All the faculty as herein defined are expected to attend Faculty Meetings and are eligible to vote: all full-time members of the Faculty (including those on phased employment) and faculty holding shared appointments at the rank of Assistant Professor or above; Visiting Lecturers; Librarians; Artists-in-Residence; Writers-in-Residence; full-year full-time Lecturers; full-year full-time Instructors; Teaching Professors, the President; the Dean of the Faculty/Vice Presnthe e2 (i)2.9 (d)-4 (e)-11.9 (n)8506 .8 (ac)-117.8 (p)-1oret

# PART TWO

# FACULTY GOVERNANCE

## PREAMBLE

Skidmore College is committed to the principle of shared governance. Shared governance recognizes (1) the

# I. FACULTY MEETING BY-LAWS

## Article I. The Faculty Meeting

A.

Article II. The Presiding Officer

A. The Dean of the Faculty/Vice President for Academic Affairs shall preside over the Faculty Meeting. In the absence of the Dean of the Faculty/Vice President for Academic Affairs, the presiding officer will be in successive order

1. The President;
2. The Chairperson of the Faculty Executive Committee;
3. A member of the Faculty selected by the Faculty Meeting.

B. The Dean of the Faculty/Vice President for Academic Affairs shall appoint a parliamentarian from the Faculty who will advise the Chair at all meetings on questions of procedure. The parliamentarian will also serve as a resource for faculty to consult on parliamentary qgs;6 (e 5.5 (e t5.5 (o422 .8 -7 (s;6 795 0 2 (acu)(n)8 1 (m)18 ( t8-2

Article V. The Right to Speak

A. At Faculty Meetings

1. The Chairperson shall not speak to a motion while occupying the chair.

2. Other persons may speak only when recognized by the Chair.

3. The speaker should address the Chair.

4. The speaker should limit the length of remarks to a reasonable length (observing the guideline of two minutes).

5. A person may speak once on a motion and may speak a second time only after all other persons wishing to speak have spoken once. The only exception is that the maker of the motion has the privilege to be the final speaker before the vote.

6. The speaker should have the floor, but should not assume the chair.

7. The speaker shall not be interrupted except for the following:

   a. Point of order -- raised to question any proceeding or motion that a member believes is in violation of the rules. The Chair rules on the validity of the point and the ruling may be appealed. An appeal must have a second. The decision of the Chair is sustained by a majority or tie vote.

   b. Point of personal privilege -- raised concerning the rights, reputation, comfort, safety or conduct of a member.

   c. Point of information -- a request of the Chair for an answer concerning the background or content of a motion vote.

   d. Parliamentary Inquiry -- a request of the Chair for information concerning parliamentary law. The Chair may refer this to the parliamentarian.

   e. Permission to withdraw a motion.

   f. Call for a division of the assembly to retake a vote.

8. When a motion is presented, it is customary that there be a period of questions and answers to clarify the motion before it is more formally debated. Explanatory comments and clarification at this time are not considered speaking to a motion. At any time, the Faculty may entertain a motion to consider a motion, subject, or problem informally (see V.C.1).

B. Committee of the Whole. This device enables the Faculty Meeting to discuss an issue under the less stringent rules of a committee.

1. The Faculty Meeting may entertain a motion to form a Committee of the Whole.

2. The Chairperson of the Faculty Meeting shall appoint the Chairperson of the Committee of the Whole.

3. The Faculty Meeting will set a time limit on discussion (e.g., twenty minutes).

4. The Chairperson of the Committee of the Whole may speak to the subject at hand.

5. Other persons may speak only when recognized by the Chair.

B. Executive Sessions. The Faculty Meeting by majority vote may go into executive sessions where only those with the right to vote may attend. Such sessions may include those occasions when the faculty considers personnel matters, such as the appointment of a new President or a new chief academic officer.

Article VIII. On all matters of parliamentary procedure not specifically enumerated in the by-laws, the Faculty Meeting shall observe those rules that are part of Robert's Rules or the Standard Rules of Parliamentary Procedure, provided that they do not conflict with the spirit or letter of the by-laws.

Article IX. Adoption and Amendment of the By-laws

A. By-laws are initially passed by a simple majority vote.

B. A proposal to amend the by-laws shall be considered a policy matter, and as such shall not be voted on at the meeting at which it is proposed (See VII A).

C. A vote on a proposed change requires the presence of a quorum.

D. A 2/3 majority vote is required for passage.

E. If passed, the amendment shall go immediately into effect.

Addendum: Summary Table of Rules Relating to Motions

Explanation of the Table. A star shows that the rule heading the column in which it stands applies to the motion opposite to w to1.157 Td[(o645 0 Td(ts)2.4 ( p)-7.1 (la)-2.8 (c)-2.8 (e)-2.7 (d)-7.1 (; )-11.9 (a)-2.7 ( b)-7 (la)-2.8 (n)5 (k)5 ( )-11.9 (s)2

| | Debate | Cannot be Amended | Cannot be S 536.64 395e0 |
|---|---|---|---|

Notes:

1. Every motion in this column has the effect of suspending some rule or established right of deliberative assemblies and therefore requires a two-thirds vote, unless a special rule to the contrary is adopted.

2. Undebatable if made when another question is before the assembly.

3. An Amendment may be either 1. By "adding"; or 2. By "striking out" words or paragraphs; or 3. By "striking out certain words and inserting others"; or 4. By "substituting" a different motion on the same subject; or 5. By "dividing the question" into two or more questions, as specified by the mover, so as to get a separate vote on any particular point or points.

4. An Appeal is undebatable only when relating to indecorum, or to transgressions of the rules of speaking, or to the priority of business, or when made while the Previous Question is pending. When debatable, only one speech from each member is permitted. On a tie vote the decision of the Chair is sustained.

5. An affirmative vote on this motion cannot be reconsidered.

6.

sabbatical cycle to serve (i.e., years 1-2-3 or 2-3-4 or 3-4-5 or 4-5-6). This gives maximum freedom to the faculty in determining the time of their service while maintaining a key advantage of the cycle: continuity of service on our core committees.

One year of faculty governance committee service will be expected from untenured tenure-track faculty in either their second or third year. For instance, untenured tenure-track faculty may serve on ad hoc committees, task forces, or working groups, or as replacements for short-term committee vacancies. This experience will introduce them to faculty committee work and will provide an opportunity to forge relations with their new colleagues. Junior faculty will then come up for their first full three-year service cycle in years 5-6-7 or 6-7-8 or 7-8-9 or 8-9-10.

Full-time non-tenure-track faculty have the right, and are welcome, to participate in faculty governance. They will express their service preferences at the appropriate time as part of the process that establishes the pool of faculty who are available for service in the following year.

The cycle determines who is available for service in any particular year. Faculty at large will still determine, by way of election, who serves on any particular committee. There will be, however, only one election per year. The year prior to their service, faculty will fill out their individual “Service Preference List,” ranking the various comkve,( p)-7 (r)-(ill om(g)2.9 ()-2.3 ( )-12.2 (h-7.1 (a)-2.8 (c7 Td 1 (u)5 ((l)24 ( f)6.7 ( (o)-71 (u-2..v4-2(f)6l)24 ([(th)

Finally, FEC posts Board of Trustee Meeting minutes on its web page. (In addition, ATC, PC

determined major. The Committee is responsible for recommending SDM honors as outlined in the College Catalog.

Membership: The SDM Committee is composed of five members. The SDM Director is appointed by the Dean of Faculty/VPAA to serve as the administrator of the SDM Program. In addition to the Director, three faculty members will be appointed for staggered three-year terms, such that all four of the College's major divisions (Humanities, Social Sciences, Natural Science and Pre-professional programs) are represented. A representative from the Office of Academic Advising will be appointed by the Associate Dean of the Faculty for Student Academic Affairs annually.

2020-2021-

Instructors are responsible for clearly articulating the basis for determining students' grades. Sharing the basis for grades is essential to ensure fair and equitable treatment of students and their work. A student has the right to be informed in a timely and clear manner of the basis for the evaluation of the academic performance in a course, and a student is entitled to fair, equitable treatment in academic relationships with members of the faculty. In most, if not all instances, the College expects any misunderstanding regarding grading will be resolved informally, either in writing or in discussions, between a student and an instructor. The following appeal process is only for final failing grades.

## Appeal Process

A student who believes that there is grounds for a legitimate grievance that the coursework has been evaluated in th3 Td[(43.627 4.1 (r)-2.3 a)-7.7 (nd) (ho)nt wholundholt it-5.1 (ve ha)-7.8 ((e)-7.7 q)-12 (u(l)-17.1 ud)-12 (e)-19.8 (.n

existing safety policies and consider new policies designed to minimize unsafe acts, eliminate or control hazards, and stimulate efforts to create and maintain interest in safety.

2. ~~ii.~~ If more than one honor code violation is reported for a particular student, ~~or~~ if the Associate Dean of the Faculty (student academic affairs) determines that the violation constitutes a major violation, the Associate Dean of the Faculty (student academic affairs) may take further disciplinary action or ~~refer the case to the Integrity Board~~ or request an administrative hearing.

~~b. The matter may be referred to the Integrity Board by the faculty member.~~

3. ~~2.~~ In case of a violation of the social honor code, the faculty member may follow the procedure described in ~~1.~~ above or consult with the Associate Dean of Student Affairs/Judicial Counsel ~~to the Integrity Board~~ on possible action ~~before the Integrity Board~~.

C. Administrative Discipline

The Dean of Students and Vice President for Student Affairs may call an administrative hearing if it is deemed appropriate and may impose disciplinary sanctions. Pending action on the charges, in most cases the status of students shall not be altered, nor their rights to be present on the campus to attend classes suspended. However, in cases when student conduct might affect the safety or well-being of the student or the safety or well-being of the community, the College reserves the right to require the student to leave the campus pending the outcome of the hearing.

# PART FOUR

# BENEFITS

The College offers a comprehensive benefit program to eligible faculty, including, but not limited to, health care, dental, life insurance, health care and dependent care reimbursement accounts, retirement, sick leave, and long-term disability coverage.

What follows are summaries of select benefits available to full

pay will combine 8 weeks full disability pay (or equivalent for adoptions) and full pay under this policy for the remainder of the semester before and after the disability period.

4. A full-time faculty member who has taught at the College for at least one continuous year, with birth or adoption occurring between June 1 and July 31, is eligible for a one-course teaching reduction with no salary reduction for the semester before or after the birth or adoption;

   or

   a combination of 8 weeks of full disability pay (or equivalent for adoptions) and unpaid leave for the semester before or after the disability period

Faculty applying for leave under this policy will complete a Faculty Application for Parental Leave. Faculty who will be absent from the College due to giving birth will also be responsible for completing a Notice and Proof of Disability Claim Form and forwarding the claim form to their physician for completion. The physician will return the form to Human Resources. Completion of these forms will allow paid and unpaid leave under this policy.

The forms are available online at:

http://www.skidmore.edu/hr/documents/FacultyL9.1 (m)17.9 8hI0 0 1 rg-0.001 Tc 0.001 Tw -0 0 pleill mm17.4 (m.8 (

# PART FIVE

# THE ADMINISTRATION

## I. THE PRESIDENT

### A. The Office of the President

The President is the executive head of the College with general administrative responsibility for all its activities and affairs.

The President shall be elected by a majority vote of the Board of Trustees and continues in office at the pleasure of the Board. The President serves as an ex-officio member of the Board and of all standing committees of the Board.

Official communication with the Board from the Faculty, officers, and members of the College shall be presented through the President. At each regular meeting of the Board, the President shall make a report on the condition of the College. The President shall make recommendations to the Board, through the Academic Affairs Committee, with respect to the granting of promotions, tenure, and sabbaticals to members of the Faculty and through the Executive Committee with respect to the engagement of senior members of the administrative staff.

The annual budget and statement of plans for the administration of the College shall be presented by the President to the Board for final decision at the Annual Meeting.

In the temporary absence of the President, the Dean of the Faculty/Vice President for Academic Affairs is authorized to act on the President's behalf; however, at the discretion of the President, those responsibilities may be delegated to another senior administrator. In the case of the President's prolonged absence – whether through incapacity, resignation, death, or other cause – the Board, or its Executive Committee, may delegate the College's executive powers and responsibilities to a person or persons as it sees fit, pending the President's return or the election of a new President.

### B. President's Cabinet

The President's Cabinet constitutes the President's administrative council and meets regularly to advise the President on major issues of policy, planning, and operation. The Cabinet consists of those senior members of the Administration who report directly to the President (the Dean of the Faculty/Vice President for Academic Affairs, the Vice President for Finance and Administration and Treasurer, the Collyer Vice Pres forn

III. THE COLLYER VICE PRESIDENT FOR ADVANCEMENT

The Collyer Vice President for Advancement is elected by the Board upon the nomination of the President and is

effectiveness in the Faculty and in maintaining orderly departmental governance and a spirit of professional cooperation. The Dean of the Faculty/Vice President for Academic Affairs works with the Committee on

The De

IX.

PART SIX

III. SUMMARY STATEMENTS OF POLICY

intercultural skills, and an appreciation of their individual and social responsibilities as citizens of the world. Meeting these objectives is crucial to our achieving new levels of excellence.

C. Policies on Accessibility and Accommodations

Skidmore College is committed to supporting accessibility, with respect to both physical access and other forms of access, to all programs on campus.

*Accessibility and Accommodations Policy*

In accordance with applicable federal[8] and state laws protecting qualified individuals with documented disabilities, Skidmore College will reasonably accommodate such individuals (except in the rare case when doing so would create an undue hardship for Skidmore College).

Any student with a disability who requires accommodations to function effectively in residential or academic life on campus should contact the Coordinator of Student Access Services to disclose the condition and to request

# ~~2020~~2021~~2022~~ FACULTY HANDBOOK

B. Employees' Liability for Violations of these Policies

Any employee of Skidmore College who violates the policies described above is subject to disciplinary action, up to and including separation from the College. Additionally, any supervisor or manager who has information regarding possible violations of these policies, and takes no action to stop the misconduct or fails to report the possible violation to an appropriate individual, may also face disciplinary action, up to and including separation from the College. Employees who violate these policies and supervisors or managers who fail to address or report such possible violations may also be subject to civil or criminal liability.

Employees of the College are further advised that violation of these College policies by definition entails actions that fall outside the scope of their duties. This means that they may not be eligible for the College's insured or uninsured protection should their conduct become the subject of civil or criminal legal proceedings.

V. PROCEDURES REGARDING EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY

This article establishes procedures for implementing the policies regarding Equal Employment Opportunity and Diversity at Skidmore College.

D '

a. All position vacancies will be subject to equal employment opportunity search standards, which establish procedures for internal posting and external advertisement appropriate to a position's relevant labor market. In academic searches, the scope of a search is determined by the ADEWD in consultation with the Associate Dean of the Faculty (faculty affairs) or the Dean of the Faculty/Vice President for Academic Affairs, as appropriate, and the hiring department or office. The nature of the position dictates whether a qualified pool of candidates may most appropriately be recruited from a local, regional, or national market.

b. In some situations, the ADEWD may waive the requirement for a full search. Normally, a waiver-of-search may be approved if one of the following three actions is proposed: filling a vacancy by promotion; filling a vacancy on a temporary basis (non-recurring appointment for a maximum of one year); or filling a vacancy as a result of internal reorganization. In these cases, or in the case of other extenuating circumstances, a full search may not be desirable, and the ADEWD will give careful consideration to requests for search waiver.

c. In academic searches, the ADEWD, in collaboration with the Associate Dean of the Faculty (faculty affairs) or the Dean of the Faculty/Vice President for Academic Affairs, as appropriate, reviews the

2. The ADEWD, in consultation with the Dean of the Faculty/Vice President for Academic Affairs, and others as appropriate, is charged with providing leadership in recommending and implementing strategies to secure and maintain a diverse campus community of faculty and staff; coordinating institution-

may occur at campus

When to report. A report must be made to the College within 60[9] days of the alleged incident. A formal complaint must be filed in writing within 10 work days after an informal inquiry has been completed or within 10 work days of the conclusion of the mediation process (see C below). Federal regulations require that a student complaint be filed with the appropriate agency within 180 days and faculty/employee complaints be filed within 300 days; New York State law requires that an administrative complaint be filed within one year.

Confidentiality. To the extent possible, those handling complaints will endeavor to maintain the confidentiality of all parties involved in the informal and formal process. This confidentiality extends to those seeking assistance, to those filing a complaint, to respondents, and to those serving as witnesses; confidentiality also extends to those creating or reviewing any documents related to the complaint. Information about the complaint is therefore provided only to those individuals within the College who have a need to know that information in order to investigate and/or resolve the complaint. This requirement of confidentiality does not mean that the details of the complaint will be withheld from the respondent.

Nevertheless, the College cannot guarantee absolute confidentiality. In order to ensure compliance with College policies and federal and state laws, the College may be required to disclose information about a complaint to agencies or to individuals not involved in the complaint. Moreover, when the complaint involves alleged acts of a criminal nature, the College may be required by law to notify law enforcement authorities. The College may also publicly divulge details of the outcome if one of the parties discloses selective portions of the proceedings or if the complainant or respondent contests the findings or results of the College'

continue any internal inquiry/investigation already in process. The College may also conduct its own investigation once the external action is completed.

The College's complaint process, for the purpose of meeting required deadlines, begins once the ADEWD conducts an initial interview with the complainant. During the initial interview, the ADEWD will discuss with the complainant whether or not the alleged incident(s) of harassment or discrimination constitute(s) a violation of the College's policies. The complainant will also be told about their own rights under the College's complaint procedures.

The complainant will have the right to

- have a representative (not an attorney) present as an observer during the complaint process;
- be granted confidentiality throughout the process (as described in B above);
- withdraw the complaint at any time during the process (with the understanding that the College may be required to pursue the issue);
- review and sign their own statement and receive a copy;
- review the ADEWD's summary, which indicates whether the alleged misconduct was found to violate College policy;
- file the complaint with a federal, state, or local agency designated to hear/investigate EEO complaints;
- request mediation; and
- have a meeting with the ADEWD after the informal inquiry and, if the complaint proceeds, after the formal investigation.

- be granted confidentiality, to the extent possible, throughout the process (as described in Section B above);
- respond to the complaint;
- review and sign their own statement and receive a copy;
- request mediation;
- have a meeting with the ADEWD after the informal inquiry;
- review a copy of the final summary of the complaint in the presence of the appropriate official.

The respondent will not have the right to

- have an attorney present;
- record the meeting;
- ask questions of the complainant or witness(es);
- review the complete complaint file and all associated documents (e.g., witnesses' statements); nor to
- receive a copy of the complete complaint file.

Any discussion during the initial interviews with the complainant or the respondent will be documented and signed by the individual making the statement and the ADEWD. The individual making the statement will be given a copy of the signed document, and the ADEWD will enter the original in the complaint file.

Any complaint involving a faculty member will be brought to the attention of the Dean of the Faculty/Vice President for Academic Affairs by the ADEWD. At that time, the Dean of the Faculty/Vice President for Academic Affairs will confer with the Chair of CAFR to ascertain whether the complaint has to do with academic freedom and therefore should be handled by CAFR or whether the complaint has to do with harassment or discrimination, in which case the College will follow the process outlined in Part Six, Article VII of this Handbook. In making this determination, the ADEWD, the Dean of the Faculty/Vice President for Academic Affairs, and the Chair of CAFR will consider the signed complaint and the signed response to the complaint. If there is a disagreement between the Dean of the Faculty/Vice President for Academic Affairs and the Chair of CAFR, the President will decide on the process to be followed.

- have an attorney present;
- record the meeting;
- ask questions of the complainant or respondent;
- review the complete complaint file and all associated documents;
- receive a copy of the complete complaint file.

Depending on the nature of the complaint, mediation may be offered. If the complainant accepts this approach, the respondent will be encouraged to participate in the mediation process. If the parties agree to a resolution, it will be documented in an agreement. Both parties will be given a copy of the agreement, and a copy will be retained with the complaint file by the ADEWD.

D. Formal Complaint Procedures

The ADEWD will notify the complainant and the respondent in writing when the informal process is concluded. If no resolution/agreement is reached during the informal stage of the complaint as outlined above, the complainant will have the right to submit a formal written complaint within 10 days to the ADEWD. The formal complaint must be signed and should be delivered (return receipt requested) to: Human Resources, Barrett Center, Skidmore College, Attn: ADEWD, 815 North Broadway, Saratoga Springs, NY 12866. Under certain circumstances, however, the College may be required to continue its investigation, even in the absence of a formal written complaint.

The formal complaint must include the following:

1. The complainant's name, address, telephone number(s), and e-mail address.
2. A complete description of all the alleged incident(s) or actions leading to the complaint.
3. Names of witnesses and information they can offer relative to the complaint.
4. Witness contact information (phone numbers, e-mail addresses).
5. All documents and other tangible evidence available to support the allegations.
6. Identification of a representative (if there is to be one) and their relationship to the complainant.
7. The complainant's signature and date.

E. Advisory Panel (AP)

When a faculty member is formally accused of harassment or discrimination, the College's procedures establish opportunities for other faculty members to provide advice and recommendations. Such faculty advice and recommendations will be provided through the Advisory Panel (AP) as described more fully below and in Section F.

After receiving the formal complaint against a faculty member, the ADEWD will convene the Advisory Panel.

In the case of complaints by faculty members or students against faculty members, the AP will consist of two

2020-2021-202021

VIII. ADDITIONAL EXPECTATIONS

A. Cooperation with Investigations and Hearings

All members of the Skidmore community (students, faculty, administrators, and staff) are expected to cooperate fully with inquiries and investigations pertaining to alleged incidents of harassment or discrimination. Expected cooperation includes providing full and honest disclosure of known facts, providing oral or written testimony, and providing letters, e-mails, voice messages, notebooks, gifts or other evidence in any such proceeding. Finally, cooperation includes the expectation that all parties to a complaint, inquiry, or investigation will maintain the confidentiality of the process and not attempt to influence any other party to the process.

B. Extension of Time Periods.

If circumstances warrant or if legally required, the College reserves the right to extend any time periods identified in this policy.

C. Retaliatory Actions

Applicable law and College policy prohibit retaliation against any person reporting or thought to have reported harassment or discrimination. Retaliation is also prohibited against any person who is a witness or otherwise involved in a harassment or discrimination proceeding. Retaliation against any person shall be considered a serious violation of the policy on retaliation and shall be considered independently of the underlying complaint. Encouraging others to retaliate also violates this policy.

Retaliation includes any conduct, whether or not workplace or employment-related, directed at someone because someone opposed a discriminatory practice, made a good faith report of harassment or discrimination, or participated or cooperated in such an investigation, which might deter a reasonable person from making or supporting a charge of harassment or discrimination. Examples of retaliation include (but are not limited to) the following:

- unfair grading or evaluat(u)12.rereaeporaaait37.8 (l)77.n (r)-10c (l)77. (por)1.8 ( )-12 8 (l)77.6 (m)5.5 (s)-2.(ng)12gn9 (m)24.9

D. False Allegations

The College will not tolerate false allegations of harassment. Complaints made in good faith that are found not

PART SEVEN

INDEX

A

Absence from assigned classes, 111
Academic advising, 111 2

## D


Dayton Director of the Tang Teaching Museum and Art Gallery
  designated as member of the faculty, 147
Dean of Special Programs
  designated as member of the faculty, 147
Dean of Students and Vice President for Student Affairs, 503–4
  designated as member of the faculty, 147
Dean of the Faculty/Vice President for Academic Affairs
  additional employment of faculty for pecuniary return, 101
  annual report from department chairs, 143
  appointment and review of department chairs, 142–43
  appointment as Professor with tenure, 107
  appointment of faculty to endowed chairs, 110
  Appointment of faculty to non-tenure track, 108
  appointment of faculty to pre-tenure track, 108
  appointment of faculty to tenure track, 107
  chairs and evaluation of their faculty, 143
  description of position and duties, 502
  designated as member of the faculty, 147
  directors of interdisciplinary programs, 144–45
  Faculty Tenure Appeal Committee, 130
  immediate award of tenure, 129
  leaves of absence without pay, 137
  promotion of artists-in-residence, 134
  promotion of faculty to librarian ranks, 134
  promotion of teaching associates, 134
  promotion of writers-in-residence, 134
  reappointment of artists-in-residence, 121–22
  reappointment of faculty to professorial ranks, 120
  reappointment of instructors, 122
  reappointment of librarians, 121
  reappointments to professorial ranks, 113–20
  reimbursement for professional activities, 147
  resignations by faculty, 137
  review of program directors, 144
  sabbatical leaves for faculty, 135–36
  student evaluations, 111
  tenure not counted in department, 129
  Tenure Review Board, 213
Dean of the Faculty/Vice President for Academic Affairs
  promotion of faculty to professorial ranks, 131–35
Dean of the Faculty/Vice President for Academic Affiars
  pre-tenure leaves of absence for faculty, 136–37
Department. *See* Department chair
  establishment or elimination of, 145–46
  peer evaluations of teaching, 219
Department Assistant, 110
Department chairs, 142–43
  annual report to the Dean of the Faculty, 143
  appointment of faculty to endowed chairs, 110
  Appointment of faculty to non-tenure track, 108
  appointment of faculty to pre-tenure track, 108
  appointment of faculty to tenure-track, 107
  ATC, 143
  budgets, 143
  catalog descriptions of department programs, 143
  communications with students, faculty, and administration, 143
  criteria for appointment, 142
  *curricula of interdisciplinary programs*, 144
  curriculum, 142
  Director of Institutional Diversity, 143
  directors of interdisciplinary programs, 144
  equitable teaching loads for faculty, 143
  evaluation of directors of interdisciplinary programs, 145
  evaluations of faculty, 111, 143
  leadership, 142
  leaves of absence without pay, 137
  obligations, 142
  personnel, 143
  personnel in interdisciplinary programs, 144
  policy on equal opportunity and affirmative action, 602
  pre-tenure leaves of absence for faculty, 136–37
  procedures for appointment, 142
  promotion of faculty to professorial ranks, 131–35
  promotion of teaching associates, 134
  promotion to Senior Artist-in-Residence, 134
  reappointment of artists-in-residence, 121–22
  reappointment of instructors, 122
  reappointment to professorial ranks, 113–20
  reimbursement for professional activity, 147
  review, 142
  sabbatical leaves of absence for faculty, 135–37
  space, 143
  student evaluations, 111
  written evaluations of faculty, 111
Departmental Student Evaluations, 220
Director of Institutional Research
  designated as member of the faculty, 147
Director of Special Programs and Summer Academic Programs
  designated as member of the faculty, 147
Directors of interdisciplinary programs, 144–45
  annual report to the Dean of the Faculty/Vice President for Academic Affairs, 145
  budgets, 145
  catalog descriptions of program, 145
  communications, 145
  criteria for appointment, 144
  curriculum, 144
  evaluation, 145

diversity policy, 602
*Diversity Policy*, 602
Domestic Partners Benefits, 401

## E

Eligibility to vote, 147, 202
Employee Handbook, 610
Endowed chairs, 110
equal employment opportunity, 601, 602
Equal Employment Opportunity, 601, 605
Equal Employment Opportunity and Diversity, 605
Equal Employment Opportunity law, 605
Equal Employment Opportunity laws, 601
Equal Employment Opportunity Policy, 602
equal opportunity, 601, 604
Equal Opportunity
policy implementation, 602
sexualw 9 -0 048 B (alw (e)11 ( 9 -057 (potioen48 6.7 (tTjET4 5o 48 refEMC /P /MCID 16 (0)-uD 15 2[(, 66 525.–4 99900.96 525.34 99940 5

Honor Code Commission, 302
Honor System
  administrative discipline, 304
  contract (code), 303
  honor code, 303
  violations, 303–4
Honors Council, 214

## I

Informal Complaint Resolution, 613
Institutional Animal Care and Use Committee, 302
Institutional Policy and Planning Committee, 301
Institutional Works, 103
Institutionally Commissioned Work, 103
Instructor
  category of faculty, 110
  visiting, 110
Instructors
  appointment, 108
  evaluative criteria, 118
  promotion, 134
  reappointment, 122
Intellectual property, 103
Intellectual Property, 102
Invention, 103
Invention Disclosure Form, 103
Inventor, 103

## L

Leaves of absence without pay, 137
Lecturer
  category of faculty, 110
Lecturers
  criteria for continued service, 118
  evaluative criteria, 118
Legal counsel, 111
Legal Protections and External Remedies, 616
Librarian. *See* Library faculty
  rank of, 134
Library faculty, 109
  appointment, 108
  as members of the faculty, 109
  evaluative criteria, Error! Not a valid bookmark in entry on page 118
  promotion, 134
  reappointment, 121
  sabbatical leave, 135–36
  visiting, 109

## M

Major, 146
Associate Director for Curatorial Affairs of the Tang Teaching Museum and Art Gallery
  designated as member of the faculty, 147
Meeting classes, 111
Multicultural diversity. *See* Diversity and Affirmative Action

## N

Neglect of Duties, 138
non-discrimination, 601, 604
Non-verbal harassment, 608

## O

Office hours, 112

## P

Patent, 103
Patents, 105
Peer evaluations of teaching, *219*
Pension Plan. *See* Retirement Plan
Personal Misconduct, 138
Physical harassment, 608
Policy on Anti-Harassment, 603
Policy on Consensual Sexual Relationships with Current Students, 604
Policy on Consensual Sexual Relationships with Students When There Is No Formal Authority over the Student, 604
Policy on Equal Employment Opportunity, 602
President, 501
  annual reports from department chairs, 143
  annual reports from directors of interdisciplinary programs, 145
  appointment of faculty to endowed chairs, 110
  establishment or elimination of a department, 145–46
  establishment or elimination of a major, 146
  office of, 501
  President's Cabinet, 501
  presides over faculty meeting, 147
  review of, 505
  Tenure Appeal Committee, 130, 213
  Tenure Appeal Committee recommendation, 130
  Tenure Review Board, 129–30, 213
President's Cabinet
  review and confidentiality, 506
  review committee, 505
  review of, 505
Pre-tenure leaves of absence
  application procedures and criteria, 137
  eligibility, 137
  purpose, 137
Pre-Tenure leaves of absence, 136–37
Proceeds, 103
Professional accomplishment, 115
Professional Incompetence:, 138
Professional Misconduct, 138
Promotion, 131–35
  artists-in-residence, 134
  librarian ranks, 134
  professorial ranks, 131
  Senior Lecturer, 110
  teaching associates, 134
  writers-in-residence, 134
Promotions Committee, 211

Promotions Committee
appointment of faculty to endowed chairs, 110

## R

Reappointment
artists-in-residence, 121–22
Full-time Lecturers, 123
instructors, 122
librarians, 121
professorial ranks, 113–20
Teaching Professors, 123
Registrar
designated as member of the faculty, 147
Reimbursements for professional activities, 147
Reporting Suspected Harassment and Discrimination, 610
Research Associate, 110
Retaliatory Actions, 618
Retirement, 403
defined, 403
Early Retirement, 404
retirement plan, 403
Review of senior administrative officers, 505–6

## S

*Sabbatical leaves of absence*
application procedures, 135
criteria for evaluating proposals, 136
*eligibility*, 135
reporting required, 136
salaries, 136
Sabbatical Leaves of Absence, 135–36
Safety in the Workplace Committee, 302
Scholarship, 115
Self-Determined Major Committee, 214
Senior Artists-in-Residence, 134
Senior Associate Director of Admissions
designated as member of the faculty, 147
Senior Instructor, 134
Senior Lecturer
category of faculty, 110

~~A~~ -

~~designated as member of the faculty, 147~~

violations, 303-4
Honors Council, 213

I

Informal Complaint Resolution, 613
Institutional Animal Care and Use Committee, 302
Institutional Policy and Planning Committee, 301
Institutional Works, 103
Institutionally Commissioned Work, 103
Instructor
category of faculty, 110
visiting, 110
Instructors
appointment, 108
evaluative criteria, 118
promotion, 134
reappointment, 122
Intellectual property, 103
Intellectual Property, 102
Invention, 103
Invention Disclosure Form, 103
Inventor, 103

L

Leaves of absence without pay, 136

## R


Reappointment
- artists-in-residence, 121–22
- Full-time Lecturers, 123
- instructors, 122
- librarians, 121
- professorial ranks, 113–20
- Teaching Professors, 123

Registrar
- designated as member of the faculty, 147

Reimbursements for professional activities, 146
Reporting Suspected Harassment and Discrimination, 610
Research Associate, 110
Retaliatory Actions, 618
Retirement, 403
- defined, 403
- Early Retirement, 404
- retirement plan, 403

Review of senior administrative officers, 504–6


## S


*Sabbatical leaves of absence*
- application procedures, 135
- criteria for evaluating proposals, 136
- *eligibility*, 134
- reporting required, 135
- salaries, 136

Sabbatical Leaves of Absence, 134–36
Safety in the Workplace Committee, 302
Scholarship, 115
Self-Determined Major Committee, 214
Senior Artists-in-Residence, 134
Senior Associate Director of Admissions
- designated as member of the faculty, 147

Senior Instructor, 134
Senior Lecturer
- category of faculty, 110

Senior Writer-in-Residence, 134
Sexual harassment, 608
Sexual Harassment
- Policy, 607

Sexual Harassment Defined, 608
Skidmore College Mission Statement, 602
Software, 103
Sponsored Project Agreement, 104
Sponsored Project Agreements, 104, 105
Student evaluations, 111, 112
- all-college, 219
- departmental, 219

Student Evaluations, 219
Student Handbook, 610
Submitting grades, 112


## T


Teaching criteria, 114
Teaching Professor, 109, 110
Teaching Professors, 109
- criteria for continued service, 118
- evaluative criteria, 118

Tenure, 124–30
- appeal of negative tenure decisions, 130
- review of negative tenure decisions, 129–30
- Tenure Appeal Committee, 213
- Tenure Review Board, 213

Tenure Appeal Committee
- access to information, 130
- advocate, 130
- appeal of negative tenure decisions, 130
- composition, 130
- function, 213
- membership, 213
- operating code, 130

Tenure Review Board
- access to materials, 129
- jurisdiction, 129
- membership, 129, 213
- relationship to Tenure Appeal Committee, 129

Third-Party Sexual Harassment, 609
Trademark, 104
Tuition Benefits, 403


## V


Verbal harassment, 608
Vice President and Dean of Admissions and Financial Aid, 504
- designated as member of the faculty, 147

Vice President for Academic Affairs
- Tenure Appeal Committee, 213

Vice President for Advancement, 502
Vice President for Finance and Administration and Treasurer, 501
Vice President for Marketing and Communications, 504
Vice President for Strategic Planning and Institutional Diversity, 504
Visiting Artist- or Writer-in-Residence, 109