Skidmore College

Faculty Handbook

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FACULTY HANDBOOK

PART ONE

FACULTY RIGHTS AND RESPONSIBILITIES

I. THE FACULTY

The Faculty consists of all full- and part-time teaching and library personnel and those in shared appointments holding the ranks defined in Part One, Article VI (Appointments to the Faculty), Sections A (Tenure-Track Appointments), D (Pre-Tenure-Track Appointments), and E (Non-Tenure-Track Appointments). The rights and privileges of faculty members vary according to type and status of appointment. These rights are defined in various parts of the Handbook. See in particular Part One, Articles VI (Appointments to the Faculty), VIII (Evaluation of Faculty for Continued Service and Advancement in Rank), and XIX (Faculty Governance); Part Two, Article I (Faculty Meeting By-Laws), sub-Article I (The Faculty Meeting), Section B.

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

III. Procedures for Administration of Invention Disclosures and Patents

A. Disclosure and Assignment

Inventions conceived or first reduced to practice using College funds or facilities and for which the College may, pursuant to the principles described herein, have an ownership interest shall be promptly disclosed in writing to the Office of Sponsored Research (acting on behalf of the Office of the Dean of the Faculty/Vice President for Academic Affairs), Palamountain Hall, Room 436, Skidmore College, 815 North Broadway, Saratoga Springs, New York 12866-1632. The creator(s) of the invention shall complete the appropriate Invention Disclosure Form supplied for this purpose. If the Cpcegolio-7 (o)-7.u.3 (t)2.8 (t)2.9 (i)Tc 0 Tw 1t(p)-4 (r)b(l)5 (io--c)-2.3 (.8 (y)1ddit)2.9 (ig)5 (

In the event of disputes between co-inventors, all claims and disputes are to be settled by binding arbitration, pursuant to the rules of the American Arbitration Association, in the state of New York.

Part D - Revisions to Policy

Skidmore College reserves the right to amend this policy as it deems necessary to achieve programmatic and policy objectives, consistent with the procedures prescribed in the College's Policy on Policies.

Part E - Effective Date

This policy applies to intellectual property conceived on or subsequent to the date of policy adoption or to any intellectual property interests that are subject to the terms of a Sponsored Project Agreement.

VI. APPOINTMENTS TO THE FACULTY

A.

however, the

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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.

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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 informally at the individual's request (see Part One [Faculty Rights and Responsibilities], Article XII [Appointment and Review of Department Chairs], Section D [Obligations Pertaining to Department Chairs], number 3). These written evaluati9 (O-0 T1 (t2.9 (i)f-7 (a)-2.8 (e f)9

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4. : 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. : Faculty members are expected to attend Faculty Meetings and departmental and committee meetings when called.

6. : Faculty members are expected to attend Commencement, and they may be asked to represent

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The standards by which Departments, Programs, ATC, PC, the Dean of the Faculty/Vice President for Academic Affairs, the President, and the Board of Trustees arrive at their judgments regarding continuing service and advancement in rank are necessarily community-based. Therefore, the judgments of departments and programs, and especially ATC and PC, as the body elected by the faculty to represent the faculty in matters of promotion and tenure, necessarily set the standards for reappointment, tenure, and promotion at Skidmore College.

A. Tenured and Tenure-Track Faculty

Skidmore College seeks to hire, retain, tenure, and promote faculty members who, in addition to successfully performing their duties, bring intellectual acumen, commitment to Skidmore's mission, integrity, and energy to their work on behalf of their students, their discipline, their department or program, and Skidmore College as a whole. Our academic community is enriched through the broad range of academic backgrounds, interests, and perspectives of its diverse faculty.

Decisions to reappoint, tenure, or promote faculty members are based on the quality of their credentials in three areas: performance as teachers, achievement as scholars or artists, and contribution to the welfare of the college community beyond the classroom. Teaching of high quality is paramount and the primary criterion. No degree of excellence in scholarship or artistic achievement, no record of unusual productivity or service to the community will compensate for unsatisfactory teaching at any point in one's career. Yet high-quality teaching is but one of three criteria, and alone will not suffice. Through the arc of one's career, the balance among these three areas will vary: Skidmore seeks to develop and retain first-rate teacher-scholars whose professional achievements beyond teaching demonstrate a will and capacity to make significant contributions to their professional fields. Skidmore also expects faculty members to assume responsibility for the common life of the institution in ways that are commensurate with their interests and roles and with the institution's purpose and needs. Skidmore College recognizes that the balance of an individual faculty member's commitments and responsibilities will vary according to individual strengths and interests; the needs of departments, programs, and the college; as well as the development of the individual's career. As the faculty member matures and seeks recognition as a senior member of i(t c)-3or ofeseriat.th (e)-11.8x(h)8p(o)-4ect(i)2.9 (at)nioy for mor ioyfi aentrvie ibalan (d)-4 ( )-11.9 (w)13.1 (i)2

of instances that are inconsistent wit

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

x . 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 support about student issues; and

- Integration involves the critical evaluation, synthesis, analysis, integration, or interpretation of the research or creative work produced by others. It may be disciplinary, interdisciplinary, or multidisciplinary in nature and includes the varieties of artistic interpretation and performance.

- Application involves applying disciplinary expertise or the results of existing scholarship (produced by oneself or others) to the investigation or solution of intellectual, social, or institutional problems. In the arts it can involve mastering a new performance repertory or exploring a style of creative activity (e.g., unique approach to artmaking) developed by someone else. Such work involves activities that make use of one's special areas of knowledge or expertise, and it demands the same levels of rigor and accountability traditionally associated with the scholarship of discovery or the scholarship of integration. Application may also include a scholarly focus on the nature and best practices of delivering the materials of one's discipline to students and other audies

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.

- . 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.

- . This area of service encompasses the various forms of shared work that are particular to academic departments and programs. This includes developing,

C. Non-Tenure-Track Faculty

1. Library Faculty

Decisions to reappoint or promote Library faculty members at Skidmore are based on the quality of their credentials in three areas: librarianship, achievement as scholars and members of the profession, and contributions to the welfare of the college community. Librarianship of a high quality is paramount, the primary criterion for retention or advancement; but Library faculty must demonstrate an ability to make significant contributions to the profession through scholarship and professional activities. In addition, Skidmore expects faculty members to assume responsibility for the communal life of the institution in ways that are commensurate with their interests and roles and with the institution's purpose.

Librarianship: The mission of Library faculty is to enhance, further, and support learning and research activities at Skidmore College. This mission is realized in many ways: developing collections which support the curriculum; organizing the collections for physical and intellectual access according to standards of the Library profession; facilitating access to information resources beyond the Library walls; and interpreting the Library's collections and wider information universe through reference service, printed guides, and bibliographic instruction. This mission requires that Library faculty be both educators/scholars and administrators.5 ola too2.94 /P 1-4 (s)5

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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'

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 outside the Department who is familiar with the candidate's work.

(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.

(3) In either (1) or (2), the result of a finding in favor of the appointee will be to return to the department for reconsideration.
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E. Tenure

1. Guidelines for Tenure

Awarding tenure to a faculty member is among the most important decisions the College makes, one that inevitably necessitates prospective judgments. Every tenurial decision is predicated upon the likelihood that an individual's performance to date truly augurs the quality of the faculty member's future performance, and must look ahead as well to the future needs of departments and special programs with an eye to shifts in enrollments and students' interests, to maintaining balance and distribution in range of experience and fields of specialization, and to allowing room for development. However, anything like a quota or maximum number of tenured faculty invoked as a criterion reduces decision-making to routine clerical work and flies in the face of AAUP guidelines. Along with AAUP, Skidmore believes that the quality of those who receive tenure is more germane to realizing the educational goals of the College than is the quantity of faculty who are tenured.

The awarding of tenure is based on teaching of high quality and significant growth as well as achievement in scholarly, creative, or professional work, high-quality teaching being the principal criterion. Evidence of contributions to the community's collective affairs at the departmental and all-college levels will also be taken into account. While one

position. The credited years of service, which the faculty members will utilize at their discretion, will be included in the individual written contract, as negotiated among the faculty member, the faculty member's Department Chair or Program Director, and the Dean of the Faculty/Vice President for Academic Affairs. To exercise this option, the faculty must decide before April 1 of the year the faculty member elects to be considered for tenure. After consulting with the Department Chair or Program Director, the faculty member must specify the chosen option in writing to the Department Chair or Program Director and the Dean of the Faculty/Vice President for Academic Affairs by April 1.

d. Those initially appointed to the ranks of Associate Professor or Professor, without prior tenure, may choose

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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 decided upon at least one year before the faculty member can be considered for tenure. The chosen option must be specified by the faculty member to the Dean of the Faculty/Vice President for Academic Affairs in writing.

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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:

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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-time membership (not

iii. In the case of a promotion candidate appointed 100 percent to an ID program, the ID Program Director shall perform those functions normally assumed by a Department Chair, and faculty on the ID PPC shall be consulted and shall write letters. All these letters shall be forwarded to PC.

iv. For proportional tenure-track faculty appointments that are shared between two departments, a department and an ID program or two ID programs, PC will secure information concerning a candidate from all members of the ID Program Personnel Committee(s) and from all faculty in the department(s) involved. The Department Chair will represent the department's position and the Program Director(s) (or PPC Chair if the Director is the candidate) will represent the Program(s) position.

v.

requested by the Dean of the Faculty/Vice President for Academic Affairs for administrative reasons and is so stipulated in writing.

b. Full-time members of the Faculty who are in their sixth year and are candidates for tenure (and full-time members of the Library faculty and Artists-in-Residence who are in their sixth year and are candidates for reappointment) may apply for sabbatical leave. However, final approval of the sabbatical leave request is contingent upon the granting of tenure or, in the case of Library faculty and Artists-in-Residence, reappointment.

3.

a. Application

i. Application should be made on forms available through the Dean of the Faculty/Vice President for Academic Affairs.

ii. Plans should be discussed with the applicant's Department Chair or Program Director at least two weeks prior to submission of application. The Department Chair or Program Director must then submit the online approval form.

iii. In addition to the application form, applicants must provide a brief statement of purpose, together with a detailed plan of work to be pursued, a brief statement of prospective value of the project, including plans for publication, exhibition, performance, innovation in pedagogy, preparation of new course, or modification of existing courses.

iv. For full-year sabbatical leaves, applications must be received by the Dean of the Faculty/Vice President for Academic Affairs no later than October 15 of the academic year preceding the desired leave. For one-semester sabbatical leaves, applications must be received by January 15 of the academic year preceding the desired leave. The Dean of the Faculty/Vice President for Academic Affairs' Office will transmit one copy to the Chair of the Faculty Development Committee.

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

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

4.

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.

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.

Pre-tenure paid leaves are intended to provide untenured faculty with opportunities for research in support of scholarly and/or curricular development which will contribute to their professional or teaching effectiveness and to the value of their later service to Skidmore College.

2.

Untenured tenure-track faculty who are either in their third or fourth years of service to the College and who have been reappointed are eligible to apply for the following year. Faculty are ineligible to apply for a pre-tenure research leave in the year they stand for tenure. Leaves may be requested for either a full year at half-pay or one semester at full pay. The College will continue to provide all benefits through the Flexible Benefits Program. Retirement contributions will be calculated on base annual salary paid during the sabbatical. Faculty who are granted the Pre-Tenure Paid Research Leave will not be eligible for a regular sabbatical until they have completed six consecutive years of service to the College following such a leave although this service time may include up to two semesters' leave without pay, if so stated in the letter(s) granting such leave.

3.

The procedures and criteria for evaluating pre-tenure research leave proposals are the same as those stipulated for regular sabbatical leaves of absence. (See Part One [Faculty Rights and Responsibilities], Article IX [Leaves of Absence], Section A [Sabbatical Leaves of Absence])

C. Leaves of Absence Without Pay

1. Requests for leaves of absence without pay should be sent to the Dean of the Faculty/Vice President for Academic Affairs. Leaves of absence, other than sabbatical leaves, are granted by the Dean of the Faculty/Vice President for Academic Affairs upon recommendation of the Department Chair concerned. Leaves of absence without pay of up to one full year may count towards tenure at the option of the individual if so stated in the letter granting such leave.

2. If an alternate arrangement has not been made with some outside supporting organization, the College continues to make a contribution, based only on salary actually paid during the leave, to the Pension Plan, as well as its usual contribution to the Disability Plan and the Medical Insurance Plan for a faculty member who is on an approved leave of absence, etc.

X. RESIGNATIONS

A. Faculty holding two- or three-year appointments who wish to resign should give written notice to the Dean of the Faculty/Vice President for Academic Affairs no later than April 1.

B. Faculty with tenure who wish to resign have a professional obligation to notify the Dean of the Faculty/Vice President for Academic Affairs in sufficient time for the College to secure an appropriate replacement.

XI. DISCIPLINE AND DISMIS7 (i[(S7 (i[(SAL]TJ0 Tc 0 Tw 7.37110 Td( )Tj0.001 Tc 0.002 Tw 0.263 0 Td[(iOF2.8 (c)-14.5 (

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D. Appeal against Sanctions Other than Dismissal

If the faculty member believes that academic freedom and rights have been violated, or that a formal sanction is based on insufficient evidence or is too severe, the faculty member may appeal in writing, within 15 work days of receipt of the Associate Dean of the Faculty (faculty affairs)'s letter regarding sanctions. Failure to appeal within the time limits stated in this section, unless such time limits are extended as provided in section I below, shall make final the decision against which the appeal is sought.

1. For appeals based on an alleged violation of academic freedom and/or rights, the faculty member may appeal to CAFR. CAFR will follow its operating code and will have 20 work days to convey its recommendation to the President.

or

2. For appeals based on insufficiency of evidence or excessive severity, the faculty member may appeal to the Faculty Advisory Board (FAB). For the procedure to be followed, see section E below.

If a faculty member is unsure as to which path of appeal to take, the faculty member may call for a meeting with the Associate Dean of the Faculty (faculty affairs) and the chairs of both CAFR and FAB to make that deter F9p-114.4 (s)5.5i2 (d)-14

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F. Dismissal of a Faculty Member

The appointment of any faculty member, including that of a member in a non-tenure-track appointment, shall not be terminated except for cause and after investigation as provided for in this section of the Handbook. For the purposes of this policy, non-renewal of the appointment of a faculty member in a tenure-track appointment is governed by the procedures in Part One, Article VIII, of this Handbook and is not to be construed as dismissal for cause. For the purposes of this policy, non-renewal of the appointment of a faculty member in a non-tenure-track appointment is not to be construed as dismissal for cause and may not be appealed.

Cause for dismissal of a tenured faculty member or of a non-tenured faculty member before the expiration of an

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. : The Chair is responsible to the College, to the department, and to the Administration for the effective leadership of the department; the Chair is responsible to the department for the effective and accurate representation of its interests and concerns to the Administration. Chairs should strive to recruit and maintain faculty who demonstrate excellence both in teaching and professional accomplishment. They should coordinate

Chair keeps untenured faculty apprised of their progress through the tenure system through annual letters of evaluation. Each year, non-tenured faculty meet with their respective Chairs to discuss the contents of their annual letters of evaluation. Tenured members of the department at the rank of Associate Professor shall normally be evaluated every ve e PvJ0 Tc 0 (o)-4 (f)9.7 (e (e)-(er)-1a (s)-6.6.3 (an0.5 6r)-2.4 (ed).9 (t)2.4 (ar)-22.3 (s)5.4 1 ( )-11.1

C. Procedures for Review

1. Program Directors shall be reviewed by the Dean of the Faculty/Vice President for Academic Affairs 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 Dean of the Faculty/Vice President for Academic Affairs. Untenured faculty serving as Directors at the time of review for reappointment or for tenure shall be reviewed separately as Program Directors.

2. The review of a Program Director shall be conducted by the Dean of the Faculty/Vice President for Academic Affairs. Each active member of the program shall be requested to present a written evaluation to the Dean of the Faculty/Vice President for Academic Affairs

5. : 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 films, records, slides, videotapes, software, etc., for duplicating equipment, for field trips, and for proper secretarial and student assistance.

E. Procedures for Evaluation of Directors Tenure-Track or Tenured to a Department

1. If the candidate is tenure-track or tenured to a department, the Department Chair shall take into account the candidate's contributions to the program in writing the annual (or in the case of tenured faculty, tri-annual) letter of evaluation. (For candidates tenure-track to a program, see Part One [Faculty Rights and Responsibilities], Article VI [Appointments to the Faculty], Section B [Fully Dedicated Tenure-Track Lines in ID Programs]).

2. In all personnel decisions, the Department Chair shall consult in writing the faculty who have been active in the program during the last two years to gather evidence on the performance of the candidate in the following areas: teaching, scholarly, professional or creative activity, community service.

3. In the case of programs with personnel committees, such as Gender Studies, the Department Chair shall consult the personnel committee. In the case of programs without personnel committees, the candidate's Department Chair shall solicit letters of recommendation from faculty in the program.

4. The faculty referees shall in all cases indicate in writing clear support or lack of support for the candidate on the basis of the candidate’s work in the program.

5. In a second year review, the Faculty Handbook does not require documentation appended to the Chair's letter. In all other personnel decisions forwarded to the Dean of the Faculty/Vice President for Academic Affairs and to ATC and/or PC, the Department Chair will attach the written statements of those reviewing the candidate's contributions to the program. Chairs and referees shall ensure that all materials are forwarded to the Dean of the Faculty/Vice President for Academic Affairs and to ATC and/or PC by the announced deadlines.

6. It is the responsibility of the Chair of the department to evaluate the candidate's contributions to the program and to incorporate that evaluation within the Chair's letter to the Dean of the Faculty/Vice President for Academic Affairs and/or ATC/PC.

XIV. ESTABLISHMENT OR ELIMINATION OF A DEPARTMENT

Academic departments are established or eliminated by the Board of Trustees upon the recommendation of the President in consultation with the faculty according to the following procedures:

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 relevant to the College's long-range educational goals, and shall explore alternative strategies. During its study, CEPP shall work closely with the administration, the Curriculum Committee, and (in the case of elimination) the department in question, and may be aided by study groups drawn from the College community. In order to allow sufficient time for study, neither CEPP nor the initiators of the proposal may introduce the proposal at a Faculty Meeting until a date upon which they have agreed preP12 o.3 (i)-51 (t)-12.2 (y)17.uitroduw, apa eithE.8 (r)u93.1 (e)-2.8 (rlE.8 (r)uv1.7 (ur)-10.3)-7.8c 0 To (e)-7n-12.2 (C

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 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; V

PART TWO

FACULTY GOVERNANCE

PREAMBLE

Skidmore College is committed to the principle of shared governance. Shared governance recognizes (1) the unique role that faculty play in institutions of higher learning by virtue of their special knowledge, experience, interests, and values, and (2) the relationship between faculty participation in governance and the protection of academic freedom.

Faculty governance provides the principal structure through which faculty members express their views and inform College policy. Faculty governance is (1) especially concerned with those subjects for which faculty members have primary responsibilities: academic freedom, academic standards, educational policy and curriculum, faculty status, and self governance; and (2) also concerned with those subjects in which faculty members have a major interest and share responsibilities with other constituencies, such as financial policy and planning, long-range planning, admissions, student affairs, advancement, and Special Programs.

Broad participation by faculty on committees and task forces improves the chances that diverse expertise, interests, and perspectives will inform decision-making at the College. Such participation distributes the workload, encourages greater accountability, and conveys the message that all faculty are committed to protecting the welfare of the entire institution and advancing the quality of academic life across all the disciplines at Skidmore.

When the Faculty seeks to establish broad and equitable representation of its body, the following Division of Disciplines shall be used:

Humanities: Art History Asian Studies Classics English World Languages & Literatures Media and Film Studies Moore Documentary Studies Collaborative Philosophy Religious Studies	Pre-Professionals: Art Arts Administration Dance Education Library Management & Business Music Social Work Theater
Natural Sciences: Biology Chemistry Environmental Studies and Sciences Geosciences Health and Human Physiological Sciences Mathematics and Statistics Computer Science Neuroscience Physics Psychology	Social Sciences: American Studies Anthropology Black Studies Economics Gender Studies Political Science History International Affairs Sociology

In order for faculty governance at Skidmore College to work effectively and equitably, it is therefore important that all faculty who are eligible to vote exercise that right regularly and that those qualified to serve on committees do so at appropriate times throughout their careers.

I. FACULTY MEETING BY-LAWS

Article I. The Faculty Meeting

A. Faculty governance is carried out through decisions made at Faculty Meetings and through a system of committees of the Faculty. The primary purpose of Faculty Meetings is to provide a forum for discussion on important college matters and to facilitate governance of college affairs.

B. Faculty Meetings, presided over by the Dean of the Faculty/Vice President for Academic Affairs, are generally held on the first Friday of each month.

C. Eligibility to Vote

1. All the faculty as herein defined are expected to attend Faculty Me73 (t)-9.1 rpect Fi0c enD()]TJ0.023 Tw:Tj0.00 Facu s

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.

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Article V. The Right to Speak

A. At Faculty Meetings

1. The Chairperson shall not sosrs(o)-7 (tk2.1 t(s)2.5 a(.)-4 (os)2.5 m)0.is7 -1.157 T2.08 1.2 (n)ID 1 ~~7~~ 1.2 (50 9.96 2)-4.1

6. A person may speak more than once before all others wishing to speak have done so, if recognized by the Chair.

7. All votes are "committee votes" and are not binding on the debate.

8. At the completion of its deliberation, the Committee of the Whole will entertain a motion to "rise and report."

9. Committee of the Whole discussions will take place during at least two, but preferably more, Faculty Meetings each semester. The topic of discussion will be determined by FEC and the Dean of the

B. Executive Sessions

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 which it is placed; a blank shows that the rule does not apply; a figure shows that the rule only partially applies, the figure referring to the note showing the limitations. Take, for example, "Lay on the Table": the Table shows that it is "undebatable" and "cannot be amended," and that an affirmative vote on it "cannot be reconsidered." The four other columns containing blanks show that this motion does not "open the main question to debate," that it does not "require a 2/3 vote," that it does "require to be seconded," and that it is not "in order

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. The objection can only be made when the question is first introduced, before debate.

7. Allows only limited debate upon the propriety of the postponement.

8. The Previous Question, if adopted, cuts off debate and brings the assembly to a vote on the pending question only, except where the pending motion is an amendment or a motion to commit, when it also applies to the question to be amended or committed.

9. Can be moved and entered on the record when another has the floor, but cannot interrupt business then before the assembly; must be made on the day, or the day after, the original vote was taken, and by one who voted with the prevailing side.

II. COMMITTEES OF THE FACULTY

A. Voting Rights and Eligibility: Only full-time members of the teaching or library faculty (including those on phased employment) eligible to vote at Faculty Meetings (see Part One [Faculty Rights and Responsibilities], Article XIX [Faculty Governance]) may vote for, or serve as, faculty representatives on elective or appointed committees; administrators with faculty status are not eligible. Voting members of the Faculty who are on leave of absence may vote in faculty committee elections, but are not expected to serve on committees while on leave. It is understood that ballots for committee elections will be distributed only through normal College channels and that deadlines for return of ballots will not be extended for faculty on leave. The faculty members of the following committees are nominated and elected by the Faculty: FEC, IPPC, ATC, PC, CEPP, Curriculum, CAFR, Periclean Honors Forum Council, Faculty Development, Athletic Council, and FAB.

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-

Finally, FEC posts Board of Trustee Meeting minutes on its web page. (In addition, ATC, PC, and CAFR meet annually with the Academic Affairs Committee of the Board of Trustees.)

Membership: Four members of the Faculty elected to serve three-year terms.

b. APPOINTMENTS AND TENURE COMMITTEE (ATC) — Elected

Function: To represent the Faculty on administrative appointments and reviews and on faculty appointments, promotions related to the tenure process, and tenure, and to make recommendations on these matters to the appropriate administrative officer. The Administration shall consult ATC to determine which administrative personnel decisions the committee judges to require faculty representation. Special meetings with the President, the Dean of the Faculty/Vice President for Academic Affairs, and the Associate Dean of the Faculty (faculty affairs) may be called at the request of any of these administrative officers or the committee. At least one meeting of the joint trustee-faculty committee is held during each academic year. Revisions to some parts of Part One (Faculty Rights and Responsibilities0oDf2.5 20.1 ( )0p)ee

c. COMMITTEE ON EDUCATIONAL POLICIES AND PLANNING (CEPP) — Elected

Function: To recommend to the Faculty and

f. CURRICULUM COMMITTEE — Elected

Function: To act for the Faculty in reviewing curricular matters including those which implement educational policy concerning all-College requirements; to generate recommendations concerning immediate and long-range curricular matters; to make recommendations to the Faculty concerning other curricular matters brought before it by faculty, students, and the Administration.

Membership: Five faculty members, at least two of whom are tenured, each from a different department or program, with at least one member from each of the four Divisions of Disciplines, elected to serve three-year terms; the Dean of the Faculty/Vice President for Academic Affairs or a designated representative; and two students selected by SGA. Non-voting members of the committee are the Registrar and the Associate Dean of the Faculty (student academic affairs).

g. FACULTY DEVELOPMENT COMMITTEE (FDC) — Elected

Function: To advise the Dean of the Faculty/Vice President for Academic Affairs on faculty development policies; to initiate ideas for faculty growth and improvement, including programs to support both scholarly and professional activity and the improvement of teaching; to allocate such research funds as the Dean of the Faculty/Vice President for Academic Affairs shall designate for committee decision; to represent the Faculty on the award of pre-tenure paid research and sabbatical leaves and to make recommendations on such leaves to the Dean of the Faculty/Vice President for Academic Affairs; and to select the annual Edwin Moseley Faculty Research Lecturer, the recipient of The Ralph A. Ciancio Award for Excellence in Teaching, and the Phyllis A. Roth Faculty Distinguished Service Award.

Membership: Four faculty members with tenure, one each from the areas of the humanities, the natural sciences, the pre-professional programs, and the social sciences, each member to be elected for a three-year term; and a representative of the Office of the Dean of the Faculty/Vice President for Academic Affairs, non-voting.

h. TENURE APPEAL COMMITTEE

Function: To review a negative tenure recommendation at the request of the Tenure Review Subcommittee.

Membership: Two members of the ATC (the current and upcoming chairs), two members of the TRS (the current and incoming chairs of CAFR), and three former members of the ATC or CAPT from previous years. The former members of the ATC or CAPT will be 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 membero)-2.8 5.4 (t)2.90 Tc3 (i)2.8 0 Tc3 ()21(i)2.8 0 T4.8 (iTJ-0.u.5 (I)-12(f)9.7 e59 (i)2.9

by SGA to be appointed each year to serve a one-year term. Additional staff may join the meeting at the

~~5~~4. ~~Written f~~Final examinations may not be given in whole or in part prior to the scheduled examination period.

B. Class Attendance

1. Instructors will make known to their classes their policy concerning the effect of absence on the student's grade. Students are not automatically entitled to a certain number of absences.

2. Instructors may bar from a final examination any student whose absence they consider excessive or whose class work is not deserving of credit. Any student who misses more than a third of the sessions may expect to be barred from final examination. In such cases, the course grade will be recorded as F.

3. Instructors who observe frequent absence or tardiness of a student in their classes should report this to the Associate Dean of the Faculty (student academic affairs).

C. Grading

1. These policies are printed in the College Bulletin and may change only by vote of the Faculty.

2. Grades should be submitted to the Registrar according to a schedule set by the Registrar. Faculty members are asked to record grades in the Student Information System~~on official forms, either paper or electronic, available from the Registrar~~.

3. If an instructor has made a computational or clerical error, the instructor may request a change in the student's grade. No grade may be changed on the basis of re-testing or supplementary work. Except in the circumstances outlined in the Policy to Appeal a Final Failing Grade (Part Two, III, D), petitions to change grades must originate with the faculty members concerned and be brought before the Committee on Academic Standing for consideration.

D. Policy to Appeal a Final Failing Grade

Preamble

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 a prejudicial or capricious manner in the calculation of their final failing grade should first make a request in writing to the faculty member involved to confirm that no computational or clerical error has been made. The student must make this request not later than two weeks after the start of the following semester. The instructor must respond to the student in writing within two weeks of receipt of the request. Ideally, the student and faculti.95.1 (i)-17.2lng .

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If the student is not satisfied with the instructor's explanation, or if a meeting with the faculty member was not possible or not advised, or if the instructor did not respond within two weeks of receipt of the student's request, then the student may report the grievance in writing with supporting documentation to the appropriate department chair (in the case of an ID course, to the chair of the faculty member who has assigned the grade) or program director and submit a copy of the report to the Dean of the Faculty/Vice President for Academic Affairs and the Associate Dean of the Faculty (student academic affairs). If the instructor is the department chair or program director, the request may be addressed to the Dean of the Faculty/Vice President for Academic Affairs. The student must make this request within four weeks after having sent the initial request for an explanation from the

A student's failure to meet time limits will result in denial of the student's appeal. If the faculty member, department chair, program director or dean fails to meet a deadline, the appeal will move to the next level.

E.

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finding or sanction; or (c) the sanctions imposed are substantially outside the guidelines set by the College for this type of violation or the cumulative conduct report of the respondent.

Membership: For academic integrity cases, three faculty members appointed by the Dean of the Faculty/Vice President for Academic Affairs, who have not heard the case in question nor serve as the student(s)'s advisors.

3. INSTITUTIONAL REVIEW BOARD — Appointed

Function: To investigate and to remain informed as to current governmental regulations affecting all research involving human subjects; to assess the implications of such regulations for the conduct of research with human subjects at Skidmore; to serve as a resource by providing information and guidelines for such research to the College community; to review federally funded research projects on human subjects and to provide to the United States Department of Health and Human Services continuing assurance that, in accord with its regulations4.2 (t)6.-2.4 (t-7.8 -12 (a)-74dT(u)5 (la)- (g) (c1 (yg)9 (a)(t)6t.-2.4 (7 (H g-4 (i)2 ( )-12.1m(f)-9(ect)2.9 (l)-9.2 oruro(H)5.1 .9

of the Community Standards. Every faculty member should be conscious of the obligation inherent in accepting a position at Skidmore to assist the students in upholding the honor system. Faculty members are asked to read carefully the entire section on the honor system as outlined in the Student Handbook.

2. Instructors should bring a copy of the following Honor Code Statement to every test or examination:

   I have not witnessed any wrongdoing nor have I personally violated any conditions of t aoneeaodlos So wr Cole Srdlc

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-time faculty members of the College. Although these sections are intended to provide general information about programs of greatest interest to the Faculty, they are not complete descriptions in themselves, nor do they describe all available benefits. Faculty are encouraged to obtain full information from Human Resources, located on the first floor of the Barrett Center, or from the HR Benefits website:

http://www.skidmore.edu/hr/benefits/index.php

I. FLEXIBLE BENEFITS PLAN

Skidmore College provides a Flexible Benefits Program to faculty who are full-time for the academic year, and for faculty who are in designated shared positions. Benefits included in this Program are health care coverage, dental insurance, group-term life insurance, and Flexible Spending Accounts.

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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

Further information about the parental leave policy is available online at:

http://www.skidmore.edu/hr/documents/FacultyParentalLeavePolicy.pdf

C.

PART FIVE

THE ADMINISTRATION

I. THE PRESIDENT

and in addressing other academic and co-curricular activities for the entering class. The Dean of the Faculty/Vice President for Academic Affairs appoints the Director of the Office of Off-Campus Study and Exchanges, who works with students wishing to study abroad and is responsible for monitoring all relevant programs and policies. The Dean of the Faculty/Vice President for Academic Affairs appoints the Director of Academic Advising, who implements the faculty-based advising system and provides guidance to students considering academic program options, to students with academic distinction, and to students experiencing academic problems. The Dean of the Faculty/Vice President for Academic Affairs appoints the Director of the Opportunity Program who oversees the development and implementation of Skidmore's HEOP and AOP programs.

V. THE DEAN OF STUDENTS AND VICE PRESIDENT FOR STUDENT AFFAIRS

The Dean of Students and Vice President for Student Affairs is responsible for all matters assigned by the President, which include all student life programs at the College. The Dean of S re.u2 (f)6.7 T61f Snr/ean( )Trn1 (e)-2.8 (mTj-0.0.0

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PART SIX

EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY, AND ANTI -HARASSMENT: POLICIES AND PROCEDURES

I. INTRODUCTION

Part Six communicates the philosophy and perspective of Skidmore College regarding issues of equal employment opportunity, diversity, and anti-harassment. It also presents the College's policies, objectives, and plans for maintaining its status as an equal opportunity employer and educator and for supporting its goal of extending the diversity of our community. While some of the policies outlined in Part Six are required for legal compliance, others are internally motivated and reflect our commitment to an inclusive and hospitable working and learning environment.

Equal Employment Opportunity laws and regulations prohibit discrimination against employees or applicants for employment based on race, color, religion, gender, age, national or ethnic origin, genetic information, genetic predisposition and carrier status, physical or mental disability, veteran status, marital status, sexual orientation, gender identity or expression, domestic violence victim status, or any other characteristic protected by applicable federal, state, or local laws. This Policy further prohibits domestic violence, sexual violence, and stalking, which need not be based on an individual's protected status. The Policy also prohibits complicity for knowingly assisting in an act that violates this Policy and retaliation against an individual because of the individual's good faith participation in the reporting, investigation, or adjudication of violations of this Policy. The College fully supports

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III. SUMMARY STATEMENTS OF POLICY

A. Policy on Equal Employment Opportunity

Skidmore College affirms that its community members have the right to be free from acts of unlawful discrimination. The following statement of policy on equal employment opportunity affirms Skidmore College's commitment to the principle of equal employment opportunity in

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.

F. Policy on Consensual Sexual Relationships Involving Students

As an academic community, Skidmore College stands by principles of fairness, equal opportunity, and non-discrimination. These principles take on special meaning in the relationship between students and members of the faculty or others in an advising or evaluative relationship. Specifically, all students have the right to be treated fairly, held to the same requirements and standards, and afforded equal opportunities based on their individual accomplishments. All employees are expected to ensure that their relationships with College students are professional, to act in accordance with standards of professional conduct, and to avoid conflict of interest, favoritism, bias, or creation of a hostile environment for any student of the College.

Sexual relationships between faculty members and students are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the actual or apparent auth.1 (r)-2.3 (ap)cfst94 (ee)-111 (ru.9 (oi)6qe
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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.

A. Scope

1.

In accordance with its policy on equal opportunity, Skidmore College prohibits discrimination against any students on the basis of race, color, creed, religion, gender, age, national or ethnic origin, genetic information, genetic predisposition or carrier status, physical or mental disability, military or veteran status, marital status, sex, sexual orientation, gender identity or expression, domestic violence victim status, familial status, dating violence, or stalking, or any other characteristic protected by applicable federal, state, or local laws.

Title IX

Complaints of sexual harassment, sexual misconduct or gender-based violence may implicate Title IX of the Education Amendments of 1972, as well as other applicable non-discrimination and harassment laws. Skidmore has designated a certain individual to address efforts in this area to comply with Title IX laws as outlined by

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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------4

- offensive gestures; or

- assault, unwanted touching, or blocking normal movement.

Whether the alleged conduct constitutes harassment will be determined on a case-by-case basis, taking into account relevant factors, such as the nature of the conduct and the context in which the incidents occurred.

The fact that someone did not intend to harass another individual may not constitute an adequate defense in response to a complaint of harassment. Regardless of intent, the characteristics, context, and effect of the behavior that determine whether the behavior constitutes harassment.

In addition, a faculty member, employee, or student may experience harassment from a salesperson or vendor, the parent of a student, alumna/us, visitor, or any other member of the extended College community who has contact with Skidmore faculty, staff, or student populations. Harassment may take place in person, by phone, or by means of print or electronic media (e.g., social media). Skidmore's policy applies to all employees and students of the College whenever they are interacting with one another. Off-campus violations may occur at campus-sponsored events or programs, such as athletic events, internship arrangements, professional meetings, or at private events (such as parties).

B. Sexual Harassment Defined

Applicable state and federal law defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature. In particular, sexual harassment occurs when:

- submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement (harassment);

- submission to, or rejection of, the conduct is used as the basis for employment or academic decisions affecting the individual (harassment); or

- the conduct has the purpose or effect of unreasonably interfering with an employee's or student's work, professional

VII.

When to report. A report must be made to the College within 60

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

- 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

C. Informal Complaint Resolution

If, after the initial interview, the ADEWD preliminarily determines whether the alleged incident(s) constitute(s) a violation of the College's policies, the ADEWD will process the complaint initially using the informal (inquiry) complaint procedure. During this stage, the ADEWD will meet separately with the complainant, the respondent, and any witnesses who may have relevant information.

Witnesses to the complaint (other than the complainant or respondent) will have the right to

- have a representative (not an attorney) present as an observer during the complaint process;
- be granted confidentiality, to the extent possible, throughout the process (as described in B above); and to
- review and sign their own statements and receive copies.

Witnesses to the complaint (other than the complainant or respondent) will not have the right to

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may b1iga1ig R tt8-22.4

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.

D. False Allegations

The College will not tolerate false allegations of harassment. Complaints made in good faith that are found not to constitute harassment or discrimination will not be considered false allegations. However, any individual who knowingly, maliciously, or frivolously makes a false allegation of harassment will be subject to disciplinary action up

PART SEVEN

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