

**FACULTY MEETING  
MOTION**

**February 2, 2018**

**Purple text shows proposed amendments regarding names of committees**

**Amendment:** The Committee on Appointments, Promotions, and Tenure moves to amend the motion of December 1, 2017, by substitution with the following language and provisos:

**Motion:** The Committee on Appointments, Promotions, and Tenure, and the Dean of the Faculty's Office moves to (1) adopt the proposal to reconfigure the structure of the Committee on Appointments, Promotion, and Tenure (CAPT) **and rename CAPT as the Appointments and Tenure Committee (ATC), with seven members,** (2) to create a separate **five member Promotions Committee (PC) for promotions to Associate and Professor,** (3) to alter the (proposed) **ATC** calendar, and (4) to create a **PC** calendar, and (5) to amend the Faculty Handbook to reflect the approved changes.

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Endowed Chairs are appointed by the Dean of the Faculty/Vice President for Academic Affairs in consultation with ~~CAPT~~ **the Promotions Committee (PC)**, the Department, and, when applicable, the Program concerned. Appointment to an endowed chair is a mark of distinction conferred by the institution upon a current faculty member or, less typically, upon a faculty member expressly hired into the chair. Term lengths may vary in accordance with donor wishes and program needs. Support for endowed chairs may enable the College to appoint individual faculty in several rotating configurations: rotation within a department or discipline or rotation across departments in a division, e.g., the sciences, the humanities, etc. Support for endowed chairs may also make possible residencies of varying lengths to allow programs at the College to supplement current offerings.

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The standards by which Departments, Programs, ~~CAPT~~ **ATC, PC**, the Dean of the Faculty/Vice President for Academic Affairs, the President, and the Board of Trustees arrive a

necessarily community-based. Therefore, the judgments of departments and programs, and especially ~~CAPT~~ **ATC, PC**, as the bodies 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.

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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-Track Appointments], number 2b [Artist- or Writer-in-Residence]) who are in at least their third year of full-time service at Skidmore;

ii. Department Chair;

iii. Program Directors (where appropriate);

iv. For tenure-track faculty appointments that are 100 percent in ID programs, ~~€APT~~ **ATC** will secure information concerning a candidate in an ID program from all members of the ID Program Personnel Committee. The Program Director (or PPC Chair if the Director is the candidate) will represent the Program position with regard to tenure.

v. For proportional tenure-track faculty appointments that are shared between two departments, a department and an ID program or two ID programs, ~~€APT~~ **ATC** 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.

vi. Sources suggested by the candidate under consideration including Administrative Officers, the Coordinator, or Director of a program or Chair of a department in case the candidate has taught in an interdisciplinary program or department other than the one in which the candidate holds an appointment;

vii. Materials related to teaching effectiveness, professional accomplishment, and college service submitted by the candidate under consideration;



Promotion to Associate Professor is automatic with the granting of tenure and is effective on June 1 of the year the decision is made.

**Page 129 item k**

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Appointments and Tenure (ATC)

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- a. A faculty member who is denied tenure but believes that the case received inadequate consideration may petition the Tenure Review Board (“TRB”) for a review. Such a review must be requested by **March 21** of the **academic** year ~~following the semester~~ in which **CAPT ATC completed its consideration of the case**. The candidate must submit to the TRB a letter stating in a clear and concise manner exactly how the consideration of the case is perceived as having been inadequate.
- b. The Tenure Review Board consists of three tenured members of the Faculty, at least one of whom shall have previously served on **CAPT ATC**, each from a different department and elected for a three-year term. No member of a candidate's department will sit on the TRB for consideration of the case. The Faculty Executive Committee, according to its procedures, shall provide an alternate for any of the three whose department is the same as the candidate's.
- c. The Tenure Review Board will have at its disposal all of the materials contained in the original tenure file which ~~was~~ **were** available to **CAPT ATC**, together with the letter referred to in number 1 above. No other materials may be added, and the TRB will restrict its inquiry to the area or areas of consideration claimed in the candidate's letter to have been inadequate. The TRB may consult with **CAPT ATC**, members of the candidate's department, the Dean of the Faculty/Vice President for Academic Affairs; the Associate Dean of the Faculty (faculty affairs); and others deemed necessary by the TRB to assess the petition. The Board shall be bound by confidentiality.
- d. The Tenure Review Board will convey its recommendation to the President, the Dean of the Faculty/Vice President for Academic Affairs, **CAPT ATC**, the department Chair or program Director, and the candidate ~~within four weeks of the deadline~~ **by April 1**. If the Tenure Review Board has determined that the case merits reconsideration, the Chair of **CAPT ATC** shall initiate the review by convening the Tenure Appeal Committee (**TAC**), a committee consisting of the ~~six~~ **seven** members of **CAPT ATC** plus the three members of the Tenure Review Board.

## 7. Appeal of Negative Tenure Decisions

- a. If the Tenure Review Board determines that a tenure case requires reconsideration, the three members of the Tenure Review Board will sit together with the ~~six~~ **seven**

in the CAPT Calendar



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F. Promotion

1. Guidelines for Advancement in Rank

- a. Promotion at Skidmore is awarded not on the basis of time in rank but because of the candidate's demonstration of accomplishments that satisfy the applicable standards at the level specified for the desired rank. Faculty may stand for promotion at their discretion.
- b. For the rank of Associate Professor, the appropriate terminal degree (or its professional equivalent) normally is required. The absence of the appropriate terminal degree is not an absolute deterrent to advancement to any rank. Other qualifications, however, shall be closely scrutinized by the department, ~~CAPT~~ PC, and the administration for evidence of extraordinary merit.

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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), ~~CAPT~~ PC, and the Chair of the department concerned. Except in the case of the Library faculty, ~~CAPT~~ PC's role in promotion is limited to full-time and shared tenure-track appointments to professorial ranks.
- ii. Faculty may stand for promotion at their discretion. Consideration for promotion may be initiated by the Department Chair in consultation with the Associate Dean of the Faculty (faculty affairs), ~~CAPT~~ PC. The Associate Dean of the Faculty (faculty affairs) in consultation with the Dean of the Faculty/Vice President for Academic Affairs may also decide to nominate a candidate for promotion consideration. In such a case, the department is obliged to consider the candidate's credentials and to present its recommendation to ~~CAPT~~ PC. Nomination by the Associate Dean of the Faculty (faculty affairs) for such consideration does not presuppose a successful outcome for







~~process~~), and tenure, and to make recommendations on these matters to the appropriate administrative officer. The Administration shall consult

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