

**FACULTY MEETING  
MOTION**

**February 2, 2018**

**Purple text shows proposed amendments related to the date that tenure candidates are notified of the recommendation that will be made to the Board of Trustees (page 6)**

**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 COT (the Committee on Appointments and Tenure with seven members)**, (2) to create a separate **five member Committee on Promotions to Associate and Professor (COP)**, (3) to alter the (proposed) **COT** calendar, and (4) to create a COP calendar, and (5) to amend the Faculty Handbook to reflect the approved changes.

**p. 111**

arrive at their judgments regarding continuing service and advancement in rank are necessarily community-based. Therefore, the judgments of departments and programs, and especially ~~CAPT~~ **COT, COP**, 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.

#### **Page 114 (A. Tenured and Tenure-Track Faculty)**

This section of the Handbook sets out the criteria and standards that ground judgments regarding reappointment, tenure, and promotion in academic rank. It also discusses the kinds of evidence to be used by departments and programs; ~~CAPT~~ **COT; COP**; the Associate Dean of the Faculty (faculty affairs); the Dean of the Faculty/Vice President for Academic Affairs; the President; and, ultimately, the Board of Trustees in making those judgments through the process of faculty review.

#### **Page 121 (A. Third Year; iv.)**

If the recommendations of the department and the Associate Dean of the Faculty (faculty affairs) differ, ~~CAPT~~ **COT** 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.

#### **Page 125f. (2. Institutional Considerations)**

Candidates should be aware that the Administration and Board of Trustees may review tenure recommendations presented by ~~CAPT~~ **COT** and make their decisions in light of larger institutional and budgetary considerations. The Dean of the Faculty/Vice President for Academic Affairs is responsible for providing notification in writing to tenure-track faculty and their departments of probable structural barriers to tenure at the earliest possible date, beginning with the time of the third-year review.

#### **Page 126. (Eligibility)**

d. When institutional needs or priorities require it, the College may hire, with tenure, a

present the merits of the case to ~~CAPT~~ COT prior to any offer being made. A candidate may be evaluated for an immediate award of tenure by the following procedure. The hiring department chair/program director will present the credentials of the candidate to ~~CAPT~~COT. The Dean of the Faculty/Vice President for Academic Affairs will accompany the department chair/program director to the presentation and offer information related to institutional need/priorities. ~~CAPT~~ COT will deliberate according to those qualifications stipulated in the Faculty Handbook, Part One (Faculty Rights and Responsibilities), Article VIII (Evaluation of Faculty for Continued Service and Advancement in Rank), Section A (Tenure-Track Faculty), and Section E. (Tenure) number 3 (Eligibility). Should ~~CAPT~~ COT recommend against tenure, the department, in consultation with the DOF/VPAA, **may** still hire the candidate on the accelerated tenure

academic community. Sources of this information include:

i. Full-

[Governance], Article III [Academic Policies], Section E [Peer Evaluations of Teaching] and Section F [Student Evaluations].

ix. Annual reports prepared by the candidate citing activities each year such as new

g. Notice of the recommendation that the President will make to the AAC must be given to the candidate no later than March 1 of the appropriate year. Notice of the Board of Trustees' decision regarding tenure must be given on or before ~~March 1~~ **May 31st** of the appropriate year. Tenure status is effective immediately. **Promotion to Associate**

## page 130 and forward

### 6. Review of Negative Tenure Decisions

- 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 COT 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 COT**, 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 COT**, 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 COT**, 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 COT**, the department Chair or program Director, and the candidate ~~within four weeks of the~~ deadline

Appeal Committee will have access to the written information which the ~~CAPT~~ **COT** had in its original deliberations and any additional material specifically pertaining to the area or areas of consideration deemed inadequate by the TRB. The deadline for submission of additional materials shall be **April 15**, ~~specified by in the CAPT Calendar, but shall not be sooner than February 15 nor later than March 15.~~

b. The Tenure Appeal Committee will hear testimony from an advocate designated by the candidate. The advocate may be a person in the candidate's department, the candidate's Chair, a Skidmore faculty member outside the candidate's department, or someone outside the College. The advocate may not be an attorney. By request, the advocate may be informed why tenure was not initially recommended by ~~CAPT~~ **COT** and/or the President at a joint meeting of



**p. 131 item b**

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~~  
**COP**

a case, the department is obliged to consider the candidate's credentials and to present



Candidates for promotion may solicit letters on their behalf from reviewers familiar with their credentials from outside the college. Such letters may come directly to ~~CAPT~~

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 ~~CAPT~~**COT** 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 Responsibilities) of the Faculty Handbook are reviewed by ~~CAPT~~**COT** for its recommendations prior to a faculty vote.

Membership: ~~Six~~ **Seven** faculty members with tenure, **at least one each from the different divisions and no two from the same department**, chosen from the ranks of Professor and Associate Professor, none of whom is on the Tenure Review Board, CAFR, **COP**, or FAB, elected to serve three-year terms; replacements for such cases will be selected from recent members of CAPT, **COT** and the Tenure Review Board (or its predecessor, the CAPT Review Committee). The first eligible faculty member will be chosen from a list

