

Appointments & Tenure Committee 2021-2022 Academic Year Calendar

All dates refer to the 2021-2022 academic year unless otherwise noted.
If no specific date is given, the event may take place any time in the appropriate month.

Acronyms:

ADOFA = Associate Dean of the Faculty with responsibilities for tenure track personnel
ATC = Appointments and Tenure Committee
CPD = Chair or Program Director
DOF/VPAA = Dean of the Faculty/Vice President for Academic Affairs
TAC = Tenure Appeal Committee
TRB = Tenure Review Board

JUNE 2021

By May 20

- CPDs of tenure candidates send requests to external reviewers for letters evaluating the candidate's work, and send a list of these reviewers (with contact information including address, telephone number, and email address) to Sue Blair in the Office of the DOF/VPAA

JULY 2021

- The ATC Chairs send the ATC Calendar, ATC Operating Code, and TAC Operating Code to the Office of the DOF/VPAA for inclusion in the Chair/Program Director handbook.
- By July 31, ATC finds substitutes who can participate in any cases where an elected member is recused. Replacements for such cases will be identified from recent members of ATC, CAPT, and the Tenure Review Board. The first eligible faculty member will be chosen from a list beginning with the past members of the named groups who have most recently heard a case. If multiple substitutes from the same year are available, ATC will attempt to make a selection that preserves the representation of all four divisions.

AUGUST 2021

By August 31, 4:30 pm

- Candidates for tenure submit materials in evidence of teaching effectiveness, professional and service accomplishments to the Office of the DOF/VPAA by August 31 at 4:30 pm Eastern Time. Digital materials are uploaded to the Springboard and any (optional) hard copy materials are submitted to Sue Blair
- During August and/or September, ATC participates in bias training in collaboration with the Promotion Committee and the DOF/VPAA Office.

SEPTEMBER 2021

- The ATC Chair distributes the ATC Calendar, ATC Operating Code, and TAC Operating Code to the faculty.
- The ADOF announces to all faculty that the annual meeting of ATC for new tenure-track members of the faculty, their chairs, and the ADOF will occur in February.
- ATC deliberates and consults with the DOF/VPAA and ADOF about administrative appointments/reviews anticipated in the year ahead. (Any review must be initiated no later than November 1.)
- The ADOF informs ATC of any special arrangements regarding chairs or personnel committees in tenure cases.

By September 5

- The Chair of ATC sends a letter listing tenure candidates for the year to the President with a copy to the DOF/VPAA and ADOF.
- CPD requests letters from full-time faculty members in at least their third year of full-time service at Skidmore College and other individuals deemed appropriate. These department letters are due to Chairs and Directors on October 1.
- CPD requests letters from reviewers internal to Skidmore and invited by the candidate and a list of those reviewers with contact information is sent to the DOF/VPAA (Sue Blair). These "internal

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By May 1

- TAC conveys decisions on tenure appeals to the President.

By May 11

- The President makes decisions on tenure appeals, and conveys these decisions to candidates.

By May 20

- CPDs of tenure candidates send requests to external reviewers for letters evaluating the candidate's work, and send a list of these reviewers (with contact information including address, telephone number, and email address) to Sue Blair in the Office of the DOF/VPA.

By May 31

- Letters are sent from the administration to candidates receiving tenure following formal approval by the Board of Trustees.