

CAPT CALENDAR 2016-2017

All dates refer to the 2016-2017 Academic Year (unless otherwise noted).

JUNE 2016

Deadlines for June 15

Letters from the Associate Dean of the Faculty (ADOF) to second-year faculty members who have not been designated as candidates for reappointment by their department.

JULY

Chair sends CAPT Calendar, CAPT Operating Code, and TAC Operating Code to Office of the Dean of Faculty and Vice President for Academic Affairs (DOF/VPAA) for inclusion in department chairs' handbook.

AUGUST

Deadlines for August

August 28

Candidates for tenure submit materials in evidence of teaching effectiveness to the Office of the DOF/VPAA.

Candidates for tenure submit materials in evidence of professional and service accomplishments to the Office of the DOF/VPAA.

SEPTEMBER

During the Month of September, CAPT:

Distributes CAPT Calendar, CAPT Operating Code, and TAC Operating Code to the faculty.

As first order of business, reviews file of any second-year appointee denied consideration as a candidate for third-year reappointment when

Deadlines for September

September 1

Candidates for tenure submit names of referees inside the Skidmore community to the chair of CAPT.

ADOFF informs CAPT of any special arrangements regarding chairs or

OCTOBER

During the Month of October

2

CAPT deliberations on tenure candidates commence and continue to Wednesday, November 25.

CAPT meets with potential candidates for promotion and their chairs.

Deadlines for October

October 2

The Chair of CAPT sends to tenure candidates a list of names of all those who have written unsolicited letters about the candidates.

Letters from chairs or other evidence of completed degrees due to the DOF/VPAA on promotions for those faculty who earned terminal degrees during the summer.

October 9

Latest date to hold open meeting on promotion for qualifying candidates, chairs, and other interested parties.

Department Chairs present updated CVs of potential promotion candidates to and consult with the Dean of the Faculty/VPAA.

October 15

As soon as possible, and in no case later than October 15, the DOF/VPAA announces to the department a decision relative to any

Deadlines for December

December 4

DOF/VPAA announces appointments to endowed chairs.

3

December, last day of classes

ADOF notifies department chairs regarding tenure recommendations;
department chairs immediately notify candidates.

December 22

Recommendations foed

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Oral reports from committees undertaking administrative reviews due to CAPT.

ADOF delivers list of 2nd year reappointment candidates to CAPT.

Deadlines for May

May 6

Names and addresses of external tenure referees for candidates in 2016-2017 due to CAPT Chair and to the Office of the DOF/VPAA.

May 20

Chair of CAPT sends letters to referees invited by the candidate from outside the College requesting information about candidates for tenure.

May 27

Letters from department chairs to ADOF stating