

## CAPT OPERATING CODE 2017-2018

### Members of CAPT:

Michael Arnush, Classics  
Michael Eckmann, Computer Science, on leave Fall semester  
Kate Levitt, Art  
Reg Lily, Philosophy, 2 yr appointment  
Dan Nathan, American Studies  
Kyle Nichols, Geosciences, Fall semester sabbatical replacement  
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faculty appointments, promotions, tenure, and termination of service, and to make  
recommendations on these matters to the appropriate administrative officer. The  
administration shall consult CAPT to determine which administrative personnel decisions the  
committee judges to require faculty representation. Special meetings of the President and the  
Dean of Faculty and Vice President for Academic Affairs may be called at the request of  
of these administrative officers or of the committee. The CAPT or its chair meets at least once  
each academic year with the Academic Affairs Committee of the Board of Trustees. Revisions  
to some parts of Part One, Faculty Rights and Responsibilities, Faculty Handbook

\_\_\_\_\_ are  
reviewed by the CAPT for its recommendations prior to a faculty vote.

**MEMBERSHIP:** Six faculty members with tenure each from a different department chosen from the ranks of professor and associate professor, none of whom is on the Committee on Academic Freedom and Rights, the Faculty Advisory Board, and the Tenure Review Board, elected to serve three year terms. Members of CAPT may not participate in the CAPT's discussion of tenure or promotion cases of candidates in their own departments; replacements for such cases will be selected from recent members of CAPT and the Tenure Review Board (or its predecessor, the CAPT Review Committee). The first eligible faculty member will be chosen from a list beginning with the most recent past members of the named groups (eligible replacements must have reviewed at least one case).

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All dates refer to the 2017-2018 Academic Year (unless otherwise noted)

### TENURE

Candidates are informed of the President's recommendation by a day of classes in December. Notice of the decision by the Board of Trustees to grant tenure is given on or before March 1 as mandated in the Faculty Handbook.

## Eligibility

1. Only full-time members of the teaching faculty and those in shared positions (a.k.a. shared appointments) may be considered for tenure.
2. Full-time members of the teaching faculty, who are at the rank of assistant professor or above and who are in their sixth year of full-time service at Skidmore, shall be candidates for tenure.
3. Faculty members in shared positions will be considered for tenure individually but usually simultaneously as early as their sixth year or as late as their ninth year of service at the College.
4. Faculty members who were appointed at the time of hire Fulc -0.00 membhl.39l(d pos)-1 (g4 (his) ser a7.84 -1.15 Tft 5 (a) (5) (a) (d) (Fa) 46 (I) 0-80.3t 10 (S)-5

4. By September 7, CAPT will send letters requesting information and recommendations to the persons in the Skidmore community suggested by the candidate requesting their evaluation of the candidate's professional work. Similar letters will also be sent to the chair of the appropriate department and to those eligible faculty members (and those with shared appointments) in the candidate's department and/or ID program (in the ranks defined in Part One, Section IV and E.2) with the exception of those faculty holding full-time administrative appointments who are in at least their third year of full-time service at Skidmore. Individuals writing letters are directed to Faculty Handbook, Part One, Section III A.) CAPT informs those persons writing letters that "the candidate may have access to your letter after the tenure decision is made. Members of the Tenure Review Board may have access if the candidate petitions for review of a negative recommendation, and a candidate's advocate may have access in the event that a review of a negative recommendation by CAPT is granted. In addition, the Committee on Academic Freedom and Rights (CAFR), the Assistant Director for Equal Employment Opportunity and Workforce Diversity (ADEWD), and the Faculty Advisory Board (FAB) may also have access if a charge of violation of academic freedom and rights or a violation of anti-harassment policies requires it."
5. By September 7, CAPT will send a list of candidates for tenure to the President, with copies to the Dean of Faculty and Vice President for Academic Affairs (DQFVPAA) and the ADOF
6. By September 7, CAPT will request that the candidate's department chair or, if the candidate's appointment is 100% in an ID Program, ID Program Director (or ID Program Personnel Committee Chair if the Director is the candidate) or, if the candidate's appointment is shared between departments or ID Programs, the department Chair and the Program Director(s) (or PPC Chair if the Director is the candidate) provide letters that assess the candidate's credentials to teaching effectiveness, professional accomplishment, and college service from the perspective of both an individual colleague and as department chair or ID Program Director.

Individuals writing letters of evaluation shall clearly state whether they do or do not recommend tenure, and why, according to the criteria for continued service in the Faculty Handbook, Part One, Section VIII.

CAPT also requests from the ADOF and the chairs of the departments concerned clear printouts of the all-College teaching evaluation summaries and departmental long form teaching evaluations for each semester and copies of the annual reports of activities.

7. If CAPT deems it appropriate, it will request information from other faculty members who have been closely associated with the candidate and from administrative officers such as Program Directors, Associate Deans of Faculty, Director of Academic Advising, and Dean of Student Affairs, who may be in positions to offer information about a candidate's participation in interdisciplinary programs, cocurricular activities, and academic advising.

8. If CAPT deems it appropriate, it might gather further information regarding the scholarship of tenure and promotion candidates using ~~its~~ ~~own~~ resources

9. Candidates for tenure may submit a letter on their own behalf.

10. The Chair of CAPT will prepare for each tenure candidate a folder containing relevant materials obtained from the candidate's department chair and all letters received from sources referred to above. The Chair of CAPT is responsible for ensuring those folders are complete insofar as the requested information is available. ~~The~~ Chair of CAPT will also create a file for any ~~unsolicited~~ letters. CAPT will treat all such material as confidential, and the Chair will deposit these folders in the CAPT Reading Room with instructions strictly to preserve their security.

11. Within seven days of CAPT's deadline for receipt of the ~~chair~~ the faculty's recommendations, the Chair of CAPT will send the tenure candidates a list of names of those who have written unsolicited letters about ~~the~~ candidates.

12. Each member of CAPT will read confidential folders of all candidates for tenure in preparation for the committee's deliberations.

13. CAPT will consider its recommendations during the period from September through November 24. The committee meets with the ~~DOFA~~ and the ~~ADOF~~ at least once before the committee votes on the cases and ~~m57pAm57pAm5/ (m)-2 (bedo)-15 Vt2 Tw [(DOF)4~~

Department chairs will notify the candidates immediately. Candidates who are not recommended may request a meeting with ADOF and the Chair of CAPT.

18. When the CAPT disagrees with the unanimous or near-unanimous recommendation of a department, the Chair of CAPT will meet with the chair of that department, if the department chair requests a meeting.
19. The President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees and the CAPT informs the AAC of the recommendations it made to the President. The Board makes final decisions to grant tenure.
20. The ADOF will convey the decision of the Board of Trustees to the candidate and to the candidate's chair on or before March 1

REAPPOINTMENT: Second Year

Procedures for second-year reappointment are stipulated in the Faculty Handbook, Part One,



2. For the rank of Professor the appropriate terminal degree (or its professional equivalent) normally is required. Promotion to this rank shall be granted to faculty who have shown evidence of continuing high quality teaching (or, in the case of Library faculty, librarianship) as well as sustained and significant creative or scholarly growth; and significant involvement in the affairs of the college. When the ADOF provides department chairs and CAPT with the annual list of those in the Associate rank for seven years or more, CAPT may take the opportunity to ask questions about those who have been in rank for many years.
  
3. CAPT will consider its recommendations during the period from November 22 through March 19. The committee meets with the Dean of Faculty and President for Academic Affairs and the ADOF at least once before the committee votes on the cases and presents its recommendation to the administration. At this meeting, the ADOF provides a perspective; members of the CAPT may ask questions. After conducting its deliberations, the CAPT reports its recommendation to the President, the Dean of Faculty and Vice-President for Academic Affairs, and the Associate Dean of the Faculty. The DOF/PA then consults with the ADOF and decides upon her/his recommendation, meeting with the CAPT to offer detailed and compelling reasons for any disagreement with the CAPT's recommendation. The DOF/PA makes a recommendation to the President, notifying the CAPT of that recommendation. In the rare instance in which the President does not concur with the recommendations of the CAPT, the President meets with the CAPT to offer detailed and compelling reasons for such disagreement. The President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees and the CAPT informs the AAC of the recommendations it made to the President.

## APPOINTMENTS

When CAPT deems it appropriate, it will ask to be consulted on certain administrative and

## Senior Academic and Administrative Officers

If CAPT deems it appropriate it will ask to consult with the Board of Trustees, the President, the DOF/VPAA or the ADOF on the appointments of senior academic and administrative officers.

In the event of the appointment of a President, DOF/VPAA, or other board appointed officer:

1. CAPT expects that:
  - a. CAPT will be consulted prior to the formation of a search committee.
  - b. The search committee will provide CAPT with credentials of all candidates invited to campus.
  - c. The search committee will provide credentials of the other candidates on its "short list" to CAPT in the event that only one candidate is invited to campus.
2. CAPT will provide the search committee, and, if appropriate, the Board of Trustees with recommendations about the candidates it has considered.

## OTHER RESPONSIBILITIES OF CAPT

1. CAPT calls a meeting of new members of the faculty on traditional tenure clock and the ADOF early in the spring semester to explain in detail the reappointment and tenure system at Skidmore
2. CAPT calls a meeting of new members of the faculty on accelerated tenure clock and their chairs and the ADOF early in the spring semester to explain in detail the reappointment and tenure system at Skidmore.
3. CAPT calls a meeting in March with the ADOF and the chairs (only) of newly reappointed faculty and of next year's tenure candidates to discuss the tenure system at Skidmore in detail.
3. CAPT holds a meeting before October 1 for chairs, faculty eligible for promotion, and other interested parties to review promotion procedures, guidelines, and criteria.
4. CAPT reports to the faculty about matters of ongoing concern and as the need to consult or inform the faculty arises.
5. CAPT reviews sections of the Faculty Handbook relating to CAPT responsibilities when necessary.
6. CAPT meets at least once each year with the Academic Affairs Committee of the Board of Trustees and at the call of the Board.



7. CAPT conducts an annual review of its Operating Code, Calendar, and the TAC Operating Code and distributes them to the faculty and administrative officers at the beginning of the academic year.
8. CAPT confers with the President, the DOPAA, the ADOF and the Trustees on matters of common concern, including the granting of honorary degrees.
9. CAPT attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee.
10. If CAPT is charged by an individual with a violation of academic freedom and rights, CAPT meets with CAFR and cooperates with CAFR's inquiry and investigation to the fullest extent possible.
11. CAPT makes an annual report, in writing, to the faculty at the end of the academic year.

#### CONFIDENTIALITY

All committee discussions and documents are strictly confidential. Members of CAPT shall not discuss the committee's deliberations with any member of the faculty or administration except under official circumstances (see Faculty Handbook, Part One, Section IV, Academic Freedom and Tenure).