

## PROMOTIONS COMMITTEE (PC) OPERATING CODE 202 2-2023

### Members of PC:

Mark Huibregtse Mathematics and Statistics

Andrew Lindner Sociology

Adrienne Zuerner, World Languages and Literatures

### Function:

<sup>1</sup> To represent the Faculty on promotion cases to Professors is consulted by administrative officers regarding endowed chairs and honorary degrees. PC or its Chair meets at least once each academic year with the Academic Affairs Committee (AAC) of the Board of Trustees. Revisions to some parts of Part One, Faculty Rights and Responsibilities, of the Faculty Handbook are reviewed by PC for its recommendations prior to a faculty vote.

Membership: "Five faculty members with tenure at least one each from the different divisions and no two with primary affiliation to the same department/program, chosen from the ranks of Professor and Associate Professor, none of whom is on the CAFR, ATC, or FAB, elected to serve three-year terms.

A member who has served a full three-year term is eligible for reelection after being out of office for two years; members who complete an unexpired term or serve an interim term in place of a regularly elected member on leave are immediately eligible for reelection provided

LEDS = Learning Experience Design and Digital Scholarship Support

PC = Promotions Committee

TRB = Tenure Review Board

## PROMOTIONS

PC's role in promotion is limited to full-time and shared tenure-track appointments to professorial ranks. The recommendations of PC are reviewed by the ADOF, the DOF/VPAA, and the President. The Board of Trustees makes final decisions to grant promotion.

Detailed information regarding promotion criteria, eligibility, and mandatory procedures is available in the Faculty Handbook, Part One, Article VIII, Sections A and F. Suggestions from PC are provided in the document "Guidelines on Assembling Materials for Promotion," which is available on the DOF/VPAA website [www.skidmore.edu/dof/vpaa](http://www.skidmore.edu/dof/vpaa)

2. "Consideration for promotion may be initiated by the Department Chair in consultation with the ADOF (faculty affairs) or PC. The ADOF (faculty affairs) in consultation with the DOF/VPAA 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 PC. Nomination by the ADOF (faculty affairs) for such consideration does not presuppose a successful outcome for the candidate. The ADOF (faculty affairs) may initiate promotional consideration in the case of Department Chairs. The Department Chair or Associate Dean of the Faculty (faculty affairs) shall indicate the consultation procedures employed within the department when recommending promotion' Faculty Handbook, Part One, Article VIII, Section F, number 2, a, ii).

### Procedures

1. By the end of the first week of classes of the fall semester, eligible faculty members who wish to stand for promotion notify the ADOF of their intentions in writing, with copy to the Chair/Director of the candidate's department/program. The ADOF forwards this information to the Chair of PC. This deadline may not be extended.
2. Within three working days of receiving the list of eligible faculty members who wish to stand for promotion, those on the list are sent a written notice by the Chair of PC confirming their intention, with copy to the Chair/Director of the candidate's department/program and the ADOF. This letter reiterates the early December deadline stated in the PC Calendar for submission of promotion files and external letters, as well as the January deadline for submission of department/program and internal letters. This letter also refers recipients to relevant sections of the Faculty Handbook (Part One, Article VIII, Sections A and F).
3. By the second week of October, the Chair of PC makes arrangements to replace any member(s) of PC who will be recused because a candidate is a member of their department, because the committee member expects to submit an internal letter for a candidate, or because the committee member is a promotion candidate themselves. If the Chair of PC will be recused from a case, the remaining members of the PC choose another committee member to serve as a substitute Chair and to identify a replacement member for the case in question. The replacement procedure is detailed under "Membership" above. The Chair (and/or substitute Chair) of PC report(s) such arrangements to the ADOF and to the staff person in the Office of the DOF/VPAA responsible for making candidates' files and letters available to PC.
4. By the second week of October, PC, along with the DOF/VPAA and ADOF, holds an informational meeting for prospective candidates for promotion, C/PD/PPC chairs, and all other interested parties.
5. Candidates for promotion may solicit letters from referees outside the College who are familiar with their professional credentials regarding scholarship, teaching, or service (external letters). Candidates also may solicit letters from Skidmore colleagues outside

their departments/programs who can address the quality and extent of their service, teaching,

Director(s) (or PPC chair if the Director is the candidate) if the candidate's appointment is shared. The C/PD/PPC chair (or their designee as specified here) is responsible for soliciting letters from all faculty eligible to be consulted and to write letters regarding the candidate.

12. "All full- time faculty and those holding shared appointments in the departments concerned and in at least their third year of service (in ranks defined in Part Article VI [Appointments to the Faculty], Sections A [TenureTrack Appointments] and E [NonTenureTrack Appointments], number 2b [Artist or Writer-in-Residence] shall be consulted and shall write letters." The C/PD/PPC, chair consultation with the candidate," may request letters from program directors and others if the candidate's affiliation with, or contribution to, another program or department has been especially consequential. All these letters shall be forwarded to PC. Faculty Handbook, Part One, Article VIII, Section F, number 2, a, vi).
13. "In the case of a promotion candidate appointed 100 percent to an ID program, the ID Program Director shall perform those functions normally assumed by a Department Chair, and faculty on the ID PPC shall be consulted and shall write letters. All these letters shall be forwarded to PC. For proportional tenure track faculty appointments that are shared between two departments, a department and an ID Program or two ID programs, PC 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 Dire

17. By the mid-January deadline stated in the PC Calendar, the candidate's C/PD/PPC chair delivers electronic copies of all department/program letters and all solicited internal letters to the designated staff person in the Office of the DOF/VPAA. The candidate makes them available to PC via the Spring within five working days along with the external letters. The candidate's C/PD/PPC chair may set an earlier deadline for the submission of internal letters to the department/program and/or the submission of individual department/program members' letters to the C/PD/PPC chair.
18. To be considered by PC, any unsolicited external or internal letters regarding a candidate that are sent to the candidate's department/program, PC, or the Office of the DOF/VPAA must be received by the designated staff member in the Office of the DOF/VPAA by the deadline for department/program and internal letters stated in the PC Calendar. Unsolicited letters must be signed and must address themselves to one or more of the evaluative criteria for continued service as delineated in the Faculty Handbook (Part One, Article VIII, Sections A-F). Such letters will be made available to the members of PC in a confidential file that is separate from the confidential file of solicited letters.
19. Except in extraordinary circumstances, the entire contents of the candidates' promotion files will be available in digital format. (Possible exceptions include physical works of art or performances or in cases of concern regarding security of electronic files.) The DOF/VPAA ensures that electronic copies of candidates' files and all external, internal, and department/program letters are available to the members of PC under strictly confidential conditions. If a candidate's case will be reviewed by a replacement for a recused member of PC, the recused member does not have access to the file and letters of the candidate in question. The replacement member has access only to the file and letters of the candidate in question.
20. In rare circumstances, PC deems it appropriate, it might seek additional information in order to clarify its understanding of the candidate's credentials. Individuals from whom information may be requested include the candidate's C/PD/PPC chair, other faculty members who have been closely associated with the candidate, or administrative offices who may be in positions to address the candidate's participation in professional activities.
21. Each member of PC reads the files and confidential letters for all candidates for promotion in preparation for the committee's deliberations, unless a member has been recused from a case. A replacement for a recused member reads only the file and confidential letters pertaining to the candidate on whose case they will deliberate.

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another ADOF with responsibilities for faculty affairs or the DOF/VPAA presents the institutional perspective to PC.

23. If a member of PC is a candidate for promotion, they are recused from their own case and replaced by a substitute committee member selected according to the procedure outlined under "Membership" above. If the Chair of PC is a candidate for promotion, the remaining members of the committee select one of their number to serve as a substitute Chair for that case, and the committee's recommendation regarding the recused Chair's case is conveyed to the administration by the substitute Chair. PC reviews the cases of recused members after all other cases have been considered. If the Chair of PC is one of two or more members of PC who are candidates for promotion, the Chair's case is reviewed after those of the other member(s).





6. PC confers with the President, the DOF/VPAA, the ADOF, and the Trustees on matters of common concern, including the granting of honorary degrees.
7. At least one representative of PC attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee (FEC).
8. If PC is charged by an individual with a violation of academic freedom and rights, cademita-100-0.9 ( )JTJ 0( r)-1 (e)-1.51 -1 Ed reepvacu-6.2-etooa-100-1 (es) ( an)-14 (r) (t