

FACULTY MEETING
February 2, 2018

CAPT 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), (2) to create a separate Committee on Promotions to Associate and

RATIONALE

The caseload that CAPT is carrying is unsustainable given calendar and workload distribution restrictions. This caseload extends into the foreseeable future, which by the Dean's estimation spills over into the next five years and beyond. This motion seeks to address this problem, as well as to make modifications and address structural problems while simultaneously capturing useful opportunities. The principle changes are:

- (1) Split the duties of CAPT into a committee for tenure and a committee for promotion so that the calendar for the former can be extended, and the calendar for the latter can be pushed back earlier.
- (2) Increase the tenure review committee from six to seven members (avoid ties).
- (3) Create a promotion committee of five members.
- (4) Introduce divisional representation on faculty review committees.

Proposed Changes to the Faculty Handbook

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Endowed Chairs are appointed by the Dean of the Faculty/Vice President for Academic Affairs in consultation with ~~CAPT~~ the Committee on Prandiole the Department, and, when applicable, the Program concerned. Appointment to an endowed chair is a mark of distinction conferred by the institution upon a current faculty member or, less typically, upon a faculty member expressly hired into the chair. ~~Tenure~~ Lengths may vary in accordance with donor wishes and program needs. Support for endowed chairs may enable the College to appoint individual faculty in several rotating configurations: rotation within a department or discipline or rotation across departments in a division, e.g., the sciences, the humanities, etc. Support for endowed chairs may also make possible residencies of varying lengths to allow programs at the College to supplement current offerings.

Page113[VIII EVALUATION OF FACULTY FOR CONTINUED SERVICE AND ADVANCEMENT
IN RANK: Preamble]

The standards by which Departments, Programs, ~~CAPT~~, the Dean of the Faculty/Vice President for Academic Affairs, the President, and the Board of Trustees 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~~, 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~~; 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.

academic year begins at the start of the fall term and ends with the close of the spring term. For each academic year that a faculty member holds a full-time appointment, that person will be considered to have given a year of service. Other than those Visiting Lecturers described above, faculty members who move from "visiting" to "tenure-track" status may choose, in consultation with the Dean of the Faculty/Vice President for Academic Affairs and CAPT, to have or not to have the "visiting" years count toward tenure; the decision must be specified in the letter of appointment to the tenure-track position.

Page 127f(5. Procedures for granting tenure)

5. Procedures for Granting Tenure

- a. The decision to grant tenure rests with the Board of Trustees. The Board acts upon the recommendation of the President who in turn acts in consultation with the Dean of the Faculty/Vice President for Academic Affairs, the Associate Dean of the Faculty (faculty affairs), the Chair(s) of the department(s) concerned, and CAPT.
- b. CAPT

v. For proportional tenure-track faculty appointments that are shared between two departments, a department and an ID program or two ID programs, CAPT will secure information concerning a candidate from all members of 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 Director is the candidate) will represent the Program(s) position.

vi. Sources suggested by the candidate under consideration including Administrative Officers, the Coordinator, or Director of a program or Chair of a department in case the candidate has taught in an interdisciplinary program or department other than the one in which the candidate holds an appointment;

vii. Materials related to teaching effectiveness, professional accomplishment, and college service submitted by the candidate under consideration;

viii. Teaching evaluations. The Department Chair shall bring to the attention of CAPT student and faculty opinion concerning the faculty member as a teacher and shall indicate the procedures employed in obtaining such information, including class visitation procedures. Classroom visitations are a mandatory part of the process, except in those cases in which the candidate is hired with tenure. For further guidance, see Part One [Faculty Rights and Responsibilities], Article VII [Rights, Obligations, and Responsibilities of All Faculty], Section C [Academic Responsibilities], number 7 [Student Evaluations]) and Part Two [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 courses, new methods, research, creative work, professional activities, community service. All information is sent to the Chair of CAPT and kept in a confidential file in the President's Office (or the CAPT Reading Room) as required by law.

d. Unsolicited letters received by CAPT must be signed and must address themselves to one or more of the evaluative criteria for continued service as delineated in the Faculty Handbook. Such letters will be stored in a confidential file labeled "Unsolicited Letters" and kept in the President's Office (or the CAPT Reading Room) as required by law. Within seven days of the date stipulated by the annual CAPT calendar for receipt of all letters, the Chair of CAPT will give the candidate a list of names of those who have written unsolicited letters about the candidate.

Page 129 (replacing item f)

f. After conducting its deliberations, ~~CAFT~~ reports its recommendations to the President and the Dean of the Faculty/Vi

Academic Affairs and evidence for both appointment as Professor and awarding of tenure to the academic department(s) appropriate to the candidate's professional field. At the same time, the President will also furnish the candidate's credentials and evidence to CAPT. The qualifications for tenure are those 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 Faculty), and Section E.

(Tenure) number 3 (Eligibility). The Chair of the academic department to which the Dean of the Faculty/Vice President for Academic Affairs will be appointed forwards a

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~~. If the Tenure Review Board has determined that the case merits reconsideration, the Chair of CAPT COT

- c. The Tenure Appeal Committee may consult with the President, the Dean of the Faculty/Vice President for Academic Affairs, the Associate Dean of the Faculty (faculty affairs), or members of the candidate's department ~~at the~~.
- d. The operating procedures to be followed by the Tenure Appeal Committee will be made available to the candidate well in advance of the proceedings. ~~The Chair of CAPT~~ shall preside over appeal proceedings.
- e. The Tenure Appeal Committee ~~shall~~ conduct a review only once.
- f. The Tenure Appeal Committee shall convey its written recommendation based on a ~~simple~~ majority vote of the ~~nine~~ members to the President upon completing its deliberations. ~~This recommendation shall be made to the President no later than May 1.~~
- g. The President shall decide about appropriate action and shall convey the result of a review in a letter to the candidate, and shall state therein the reasons for recommending or not recommending tenure. The letter will be sent within 10 days of receipt of the Tenure Appeal Committee's recommendation, with copies to the Tenure Appeal Committee and the Dean of the Faculty/Vice President for Academic Affairs.

p. 131 item b

F. Promotion R

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

CAPT, and the administration for evidence of extraordinary merit.

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2. Procedures for Promotion

a. Professorial Ranks

i. Promotions are granted by the Board of Trustees upon the recommendation of the President, who consults as necessary with the Dean of the Faculty/Vice President for Academic Affairs, the Associate Dean of the Faculty (faculty affairs), CAPT, and the Chair of the department concerned. Except in the case of the Library faculty, CAPT's role in promotion is limited to full-time and shared tenure-track appointments to professorial ranks.

ii. Faculty may stand for promotion at their discretion. Consideration for promotion may be initiated by the Department Chair in consultation with the Associate Dean of the Faculty (faculty affairs), CAPT, and the Dean of the Faculty/Vice President for Academic Affairs. The Associate Dean of the Faculty (faculty affairs) in consultation with the Dean of the Faculty/Vice President for Academic Affairs 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 CAPT. Nomination by the Associate Dean of the Faculty (faculty affairs) for such consideration does not presuppose a successful outcome for the candidate. The Associate Dean of the Faculty (faculty affairs) may initiate promotional consideration in the case of Department Chairs. The Department Chair or the Associate Dean of the Faculty (faculty affairs) shall indicate the consultation procedures employed within the department when recommending a promotion.

iii. ~~By March 15, the Dean of the Faculty/Vice President for Academic Affairs shall provide Department Chairs with a list of faculty in their departments who have been at the rank of Associate Professor for seven years or more. The Dean of the Faculty/Vice President for Academic Affairs shall provide CAPT with a list of all faculty who have been at the rank of Associate Professor for seven years or more. All Chairs shall assess eligibility of Associate Professors at least every two years after they have served seven years in rank.~~

iv. 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

statement about achievements and works in progress.

(3) the ten most recent consecutive semesters of teaching evaluations. For purposes of context, the candidate may wish to include other evaluations. The candidate shall also add copies of syllabi, and may include assignments and handouts. The candidate may also wish to append a statement about teaching goals and philosophy. The file may include peer evaluations of teaching.

(4)

recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees, and CAPTOP informs the AAC of the recommendations it made to the President.

- xi. In the event that CAPTOP

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).

A member who has served a full three-year term is eligible for re-election 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 re-election provided the service does not exceed one calendar year.

Members of CO may not participate in the tenure or promotion cases of candidates in their own departments/programs and a substitution will be made.

[Page 211. Insert between COT and CAFR and renumber subsequent sections accordingly]

COMMITTEE ON PROMOTIONS (COP) — Elected

Function: To represent the Faculty on promotion cases.

Membership: Five faculty members with tenure, at least one of whom must come from each of the four divisions, none of whom is on the Tenure Review Board, CAFR, COP or FAB, elected to serve three-year terms. Members of CO may not participate in the promotion cases of candidates in their own departments.

Page 212 g & h.

g . TENURE REVIEW BOARD — Elected

Function: To review a negative tenure recommendation at the request of the candidate. In the event that the Tenure Review Board determines that a tenure case requires reconsideration, the three members of the TRB will sit together with the members of CAPT

department. Faculty currently serving ~~CAPT~~, ~~COF~~, CAFR, or FAB are not eligible. No member of the Tenure Review Board may sit for the review of a candidate in the same department. FEC will provide replacements for such reviews as needed.

h TENURE APPEAL COMMITTEE

Function: To review a negative tenure recommendation at the request of the Tenure Review Board.

Membership: The ~~seven~~ members of ~~CAPT~~ plus the three members of the Tenure Review Board. No member of the Tenure Appeal Committee may sit for the review of a candidate in the same department. FEC will provide replacements for such reviews as needed.