

FACULTY MEETING  
April 6, 2018

### CAPT Amendment

The Committee on Appointments, Promotions and Tenure (CAPT) is currently carrying a caseload that 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:

### 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

### **p. 111**

Endowed Chairs are appointed by the Dean of the Faculty/Vice President for Academic Affairs in consultation with ~~CAPT~~ **the Committee on Promotions (COP)**, 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. Term 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,

### **Page 121 (A. Third Year; iv.)**

If the recommendations of the department and the Associate Dean of the Faculty (faculty affairs) differ, ~~CAPT~~ COT will review the candidate's file and make a third recommendation to the Dean of the Faculty/Vice President for Academic Affairs. This recommendation will be made on or before February 25.

### **Page 125f. (2. Institutional Considerations)**

Candidates should be aware that the Administration and Board of Trustees may review tenure recommendations presented by ~~CAPT~~ COT and make their decisions in light of larger institutional and budgetary considerations. The Dean of the Faculty/Vice President for Academic Affairs is responsible for providing notification in writing to tenure-track faculty and their departments of probable structural barriers to tenure at the earliest possible date, beginning with the time of the third-year review.

### **Page 126. (Eligibility)**

d. When institutional needs or priorities require it, the College may hire, with tenure, a faculty member who has achieved the rank of Associate Professor or Professor and who has been tenured at a previous institution. In such a situation, the Dean of the Faculty/Vice President for Academic Affairs and the hiring department/program must present the merits of the case to ~~CAPT~~ COT prior to any offer being made. A candidate may be evaluated for an immediate award of tenure by the following procedure. The hiring department chair/program director will present the credentials of the candidate to ~~CAPT~~COT. The Dean of the Faculty/Vice President for Academic Affairs will accompany the department chair/program director to the presentation and offer information related to institutional need/priorities. ~~CAPT~~ COT will deliberate according to those qualifications 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-Track Faculty), and Section E. (Tenure) number 3 (Eligibility). Should ~~CAPT~~ COT recommend against tenure, the department, in consultation with the DOF/VPAA, **may** still hire the candidate on the accelerated tenure clock described **in paragraph c** above.

### **Page 126 (Criteria for Determining Years of Service)**

a. For faculty members, the service year coincides with the academic year. The

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~~ **COT**, 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~~ **COT**.
- b. ~~CAPT~~ **COT**



### **Page 129 (replacing item f)**

f. After conducting its deliberations, ~~CAPT~~ **COT** reports its recommendations to the President and the Dean of the Faculty/Vice President for Academic Affairs. The Dean of the Faculty/Vice President for Academic Affairs then consults with the Associate Dean of the Faculty (faculty affairs). In the event of a disagreement between the Dean of the Faculty/Vice President for Academic Affairs and ~~CAPT~~ **COT**, the Dean of the Faculty/Vice President for Academic Affairs and the Associate Dean of the Faculty (faculty affairs) meet with ~~CAPT~~ **COT** to offer detailed and compelling reasons for such disagreement. The Dean of the Faculty/Vice President for Academic Affairs then makes a recommendation to the President, and notifies ~~COT~~ **COT** of the recommendation. In the rare instance in which the President does not concur with the recommendations of ~~CAPT~~ **COT**, the President meets with ~~CAPT~~ **COT** to offer detailed and compelling reasons for such disagreement. Finally, the President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees, and ~~CAPT~~ **COT** informs the AAC of the recommendations it made to the President.

### **Page 129 item g**

g. Notice of the Board of Trustees' decision regarding tenure must be given on or before ~~March 1~~ **May 31st** of the appropriate year. Tenure status is effective immediately. **Promotion to Associate Professor is automatic with the granting of tenure and is effective on June 1 of the year the decision is made.**

### **Page 129 item k**

k. Any member of the Faculty who is considered for tenure by ~~CAPT~~ **the Committee on Appointments and Tenure (COT)** and the Administration shall be granted an additional but terminal year in the event that tenure is not granted. Similarly, an additional terminal year will be granted to any member of the Faculty who is eligible to stand for tenure but elects not to do so.

### **Page 129f item l**

l. A candidate for the Dean of the Faculty/Vice President for Academic Affairs may be evaluated for an immediate award of tenure by the following procedure. The President will present the credentials of the candidate for Dean of the Faculty/Vice President for

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-Track 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 written departmental recommendation to ~~CAPT~~ COT. Simultaneously, CAPT COT solicits individual written recommendations from all members in that same department. These procedures correspond to those for tenure candidacy and evaluation specified in the Faculty Handbook, Part One (Faculty Rights and Responsibilities), Article VII (Evaluation of Faculty for Continued Service and Advancement in Rank), Section E (Tenure), number 5 (Procedures for Granting Tenure), but may reasonably exclude the stipulations in c.i, c.ix, e.i, e.ii, g, and j. Then, as in Part One (Faculty Rights and Responsibilities), Article VIII (Evaluation of Faculty for Continued Service and Advancement in Rank), Section E (Tenure), number 5 (Procedures for Granting Tenure), f, and Section F (Promotion), number 2 (Procedures for Promotion), ~~CAPT~~ COT makes a recommendation to the President, who reports to the Board of Trustees.

## **page 130 and forward**

### **6. Review of Negative Tenure Decisions**

- a. A faculty member who is denied tenure but believes that the case received inadequate consideration may petition the Tenure Review Board (“TRB”) for a review. Such a review must be requested by **March 21** of the **academic** year ~~following the semester~~ in which CAPT ~~completed its consideration of the case.~~ COT **completed its consideration of the case.**

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~~ by April 1. If the Tenure Review Board has determined that the case merits reconsideration, the Chair of ~~CAPT~~ COT shall initiate the review by convening the Tenure Appeal Committee (TAC), a committee consisting of the ~~six~~ seven members of ~~CAPT~~ COT plus the three members of the Tenure Review Board.

#### 7. Appeal of Negative Tenure Decisions

- a. If the Tenure Review Board determines that a tenure case requires reconsideration, the three members of the Tenure Review Board will sit together



- 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 any time.
- 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~~ **COT** 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~~ **ten** 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

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~~

**COP**, 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

Department Chair, and faculty on the ID PPC shall be consulted and shall write letters. All these letters shall be forwarded to ~~CAPT~~ COP.

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

vi Candidates being considered for promotion shall be sent a written notice by the Chair of ~~CAPT~~ COP that they are candidates for promotion.

vii 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 One, Article VI [Appointments to the Faculty], Sections A [Tenure-Track Appointments] and E [Non-Tenure-Track Appointments], number 2b [Artist- or Writer-in-Residence] shall be consulted and shall write letters to the Chair. The Department Chair must also request letters from Program Directors and from other Department Chairs if the candidate has offered courses in other programs or departments. Individuals writing letters of evaluation for the candidate shall clearly state whether they do or do not recommend promotion, and why, according to the criteria for continued service. The Chair's letter shall present the Chair's individual position as well as the department's. All these letters shall be forwarded to ~~CAPT~~ COP. In the case of a promotion candidate appointed 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 ~~CAPT~~ COP.

viii. Promotion files shall include the following:

(1)

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) a cover sheet showing courses taught, sabbatical leaves, and any course releases over the previous six years.

(5) service credentials presented within the context of the broad statements about service in Part One (Faculty Rights and Responsibilities),

## Page 134 forward

ix. Candidates for promotion may solicit letters on their behalf from reviewers familiar with their credentials from outside the college. Such letters may come directly to **CAPT COP**, or go to the Department Chair and then to **CAPT COP** as part of the candidate's dossier. Letters mandated by the department must also be transmitted to **CAPT COP**.

x. After conducting its deliberations, **CAPT COP** reports its recommendations to the President, the Dean of the Faculty/Vice President for Academic Affairs, and the Associate Dean of the Faculty (faculty affairs). The Dean of the Faculty/Vice President for Academic Affairs then consults with the Associate Dean of the Faculty (faculty affairs). In the event of a disagreement between the Dean of the Faculty/Vice President for Academic Affairs and **CAPT COP**, the Dean of the Faculty/Vice President for Academic Affairs and the Associate Dean of the Faculty (faculty affairs) meet with **CAPT COP** to offer detailed and compelling reasons for such disagreement. The Dean of the Faculty/Vice President for Academic Affairs then makes a recommendation to the President, and notifies **CAPT COP** of the recommendation. In the rare instance in which the President does not concur with the recommendations of **CAPT COP**, the President meets with CAPTCAC to offer detailed arecom79

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

- xi. In the event that ~~CAPT~~ COP forwards a negative recommendation to the Dean of the Faculty/Vice President for Academic Affairs in a promotion case, ~~CAPT~~ COP will also notify the Associate Dean of the Faculty (faculty affairs) of the reasons for the recommendation. The Associate Dean of the Faculty (faculty affairs) will present the reasons for a negative recommendation to the candidate. In the event that the Dean of the Faculty/Vice President for Academic Affairs or the President forward a negative recommendation, the Associate Dean of the Faculty (faculty affairs) and ~~CAPT~~ COP will be notified of the reasons for the recommendation. The Dean of the Faculty/Vice President for Academic Affairs will present the reasons for a negative recommendation to the candidate.

## **[Revisions to 2. Faculty Governance Committees]**

### **Page 211ff.**

#### **c. COMMITTEE ON APPOINTMENTS, ~~PROMOTIONS,~~ AND TENURE (~~CAPTCOT~~) — Elected**

Function: To represent the Faculty on administrative appointments and reviews and on faculty appointments, promotions (**related to the tenure process**), and tenure, and to make recommendations on these matters to the appropriate administrative officer. The Administration shall consult ~~CAPT~~COT to determine which administrative personnel decisions the committee judges to require faculty representation. Special meetings with the President, the Dean of the Faculty/Vice President for Academic Affairs, and the Associate Dean of the Faculty (faculty affairs) may be called at the request of any of these administrative officers or the committee. At least one meeting of the joint trustee-faculty committee is held during each academic year. Revisions to some parts of Part One (Faculty Rights and Responsibilities) of the Faculty Handbook are reviewed by ~~CAPT~~ COT for its recommendations prior to a faculty vote.

Membership: ~~Six~~ **Seven** faculty members with tenure, **at least one each from the different divisions and no two from the same department**, chosen from the ranks of Professor and Associate Professor, none of whom is on the Tenure Review Board, CAFR, **COP**, or FAB, elected to serve three-year terms; replacements for such cases will be selected from recent members of CAPT, **COT** 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).

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

department. Faculty currently serving on ~~CAPTCOT~~, **COP**, 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.

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#### **h i.** TENURE APPEAL COMMITTEE

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

Membership: The **seven** members of ~~CAPT~~**COT** 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.