

**FACULTY MEETING  
MOTION**

**February 2, 2018**

**Purple text shows proposed amendments related to recusal of members from individual cases (pages 13-14)**

**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 with seven members)**, (2) to create a separate **five member Committee**

necessarily community-based. Therefore, the judgments of departments and programs, and especially ~~CAPT~~ **COT, COP**, 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



i. Full-

ix. Annual reports prepared by the candidate citing activities each year such as new

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

———— the Committee on  
Appointments and Tenure (COT)

## 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

~~in the CAPT Calendar, but shall not be sooner than February 15 nor later than March 15.~~

b. The Tenure Appeal Committee will hear testimony from an advocate designated by the candidate. The advocate may be a person in the candidate's department, the candidate's Chair, a Skidmore faculty member outside the candidate's department, or someone outside the College. The advocate may not be an attorney. By request, the advocate may be informed why tenure was not initially recommended by CAPT **COT**



**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.

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 COP 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 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:

- 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

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

