

NTT PROMOTIONS CALENDAR 2023-24

All dates refer to the 2023-24 academic year. **Key dates for promotion candidates and their departments/programs are in red.**

The deadlines listed below concern the submission of information and materials to the Office of the DOF, as well as relevant DOF procedures. These deadlines may not be extended. A promotion candidate's C/PD/PPC chair may set earlier deadlines for the submission of files and/or letters in order to facilitate planning and procedures within their department/program.

Acronyms:

- ADOF = Associate Dean of the Faculty with responsibilities for NTT personnel (Janet Casey)
- C/PD/PPCC = department chair, program director, or program personnel committee chair
- DOF/VPAA = Dean of the Faculty/Vice President for Academic Affairs (Dorothy Mosby)
- LEDES = Learning Experience Design and Digital Scholarship Support (formerly Academic Technologies)

SUMMER 2023

- Letters from Skidmore colleagues outside the candidate's department/program may be solicited by eligible candidates for promotion and/or their Chairs/Program Directors/PPC chairs. These letters are due to the Office of the DOF/VPAA by January 12. Unless stipulated in the department/program's personnel policies, such letters are not required.

SEPTEMBER 2023

September 8

- **Eligible non-TT 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.** This deadline may not be extended.

September 13

- Each candidate who has notified the ADOF of their intent to stand for promotion is sent a written confirmation, with copy to the Chair/Director of the candidate's department/program and the DOF/VPAA. This letter reiterates all deadlines and refers recipients to relevant sections of the Faculty Handbook (Part One, Article VIII, Sections C and F.2 [b-f]).

DECEMBER 2023

December 1

- **Candidates for promotion submit materials via theSpring in evidence of teaching effectiveness, scholarly/creative accomplishments, and service contributions. At 4:30 p.m. on this date, the ADOF's copies of candidates' electronic files will be generated by a designated staff person in LEDES.** No materials may be added to files after this time except in cases of clerical oversight or technical error.

- Candidates are responsible for arranging access to their electronic files by eligible department/program members. Guidelines are provided in the document “Procedures for Creation and Maintenance of Faculty Academic Portfolios,” available on the DOF/VPAA web page (www.skidmore.edu/dof-vpaa) and in the C/PD Handbook. The designated staff person for assistance with the Spring is Aaron Kendall in LEDS.

By December 6

- Each candidate who has submitted a file is sent a written notice by the ADOF stating that they are officially a candidate for promotion, with copy to the Chair/Director of the candidate’s department/program and the DOF/VPAA.

By December 8

- **The ADOF requests a department/program letter from the C/PD/PPC that assesses the promotion candidate’s credentials related to teaching effectiveness, scholarly/creative accomplishments, and service contributions. The C/PD/PPC chair is responsible for soliciting input from all faculty eligible to be consulted; this input will inform the summary letter to be written by the C/PD/PPCC.** (If the candidate teaches in more than one department, a summary letter from each C/PD/PPCC is required.)

JANUARY 2024

January 12

- **Before 4:30 p.m., the candidate’s C/PD/PPC chair delivers an electronic or hard copy of the department/program letter to Debra Peterson in the Office of the DOF/VPAA.**
- **Letters from Skidmore colleagues outside the candidate’s department/program are due to Debra Peterson by 4:30 pm. Unless stipulated in the department/program’s personnel policies, such letters are not required.**

APRIL 2024

By April 3

- The ADOF makes a recommendation to the DOF/VPAA.
- The ADOF informs the candidate’s C/PD/PPC chair of the recommendation. The C/PD/PPC chair notifies the candidate immediately.

MAY 2024

- The DOF’s recommendation is reported to the Academic Affairs Committee of the Board of Trustees.
- Candidates receive letters from the DOF/VPAA following the May meeting of the Board of Trustees.