

COMMITTEE ON APPOINTMENTS, PROMOTION, AND TENURE ANNUAL REPORT 2000-2001

MEETINGS:

The Committee on Appointments, Promotion, and Tenure met thirty times during the 2000-2001 academic year.

In addition, the committee held a meeting for new faculty in September to discuss criteria for continuing service as well as reappointment and tenure procedures; one in April for newly reappointed faculty to consider tenure procedures; and another one in April for next year's tenure candidates to offer advice about preparation of the tenure file.

The Chair of CAPT met with Academic Staff in September to present changes in the calendar and CAPT's concerns about promotion procedures; the entire committee attended the chairs' retreat in May to present proposals regarding promotion procedures.

The Chair of CAPT also met with new faculty in January (at the request of Associate Deans Sue Bender and Chuck Joseph) to reflect on reading course evaluations and again with new faculty in March at the request of CFG to discuss the relation of new faculty to community citizenship.

The Chair of CAPT attended meetings of the Committee of Committees in September and April.

CAPT met with the Academic Affairs Committee of the Board of Trustees in May to discuss tenure and promotion procedures and other matters of mutual concern; and the Chair of CAPT also met with this committee in February and May to consider promotion procedures and recommendations.

PERSONNEL:

CAPT evaluated the credentials of four candidates for promotion to the rank of professor and recommended that all four be promoted. CAPT met with the Vice President for Academic Affairs and Dean of the Faculty (VPAA/DOF) and the President regarding the credentials of these candidates. The President concurred with CAPT's recommendations, and the Board of Trustees, in turn, approved the President's recommendations.

The VPAA/DOF consulted with CAPT about one reappointment case.

In accordance with stipulations in the Faculty Handbook, the VPAA/DOF consulted with CAPT about the appointment of a faculty member from another department to consider the sixth-year reappointment of a member of the library faculty.

CAPT consulted with the VPAA/DOF and/or the President about several other personnel matters.

PERSONNEL PROCEDURES:

CAPT consulted with former chairs of CAPT and also with the President and VPAA/DOF about the appropriate relationship between CAPT and the administration during tenure and promotion deliberations. The Operating Code for 2001-2002 includes language reflecting the results of these discussions.

PERSONNEL LETTERS:

CAPT revised and expanded a document entitled "Suggested Guidelines for Writing Letters in Reappointment and Tenure Cases" prepared by a former CAPT committee (chaired by Mark Hofmann). This document will be included in the 2001-2002 Handbook for Department Chairs for the use of chairs as well as other faculty obliged to write letters in personnel cases.

CONSULTATIONS:

Associate Dean Chuck Joseph consulted with CAPT about peer observation of classes, endowed chairs, and the Pilot Student Evaluation Form.

The Office of the Dean of Studies requested CAPT's response to possible changes in the advising system.

The VPAA/DOF consulted with CAPT about strategic planning goals.

ENDOWED CHAIRS:

The President and the VPAA/DOF consulted with CAPT about criteria and procedures generally governing appointments to endowed chairs, and about the credentials of nominees for the Porter Chair and the Kenan Chair of Liberal Arts. The President announced appointments to these chairs at the end of March.

HONORARY DEGREES:

CAPT reviewed the credentials of two candidates for honorary degrees

HANDBOOK CHANGES:

CAPT brought the following motions to the floor of the faculty in March: to accept unsolicited letters in tenure cases; to mandate consultation with CAPT in cases where administrative officers are recommended for appointment to the faculty; to provide a calendar for first-year review of faculty beginning their contracts in the middle of the academic year. All proposals were approved by the faculty at the subsequent faculty meeting;

the full text of these motions is available in the office of the VPAA/DOF, and the changes will be incorporated in the 2001-2002 Faculty Handbook.

PROMOTION PROCEDURES:

The current Faculty Handbook offers little guidance with respect to procedures for promotion to the rank of professor. Moreover, in reviewing departmental procedures across the college, CAPT found many differences from one department to another. One department sends all department letters to CAPT; another requires no letters from department members at all. One requires letters from external reviewers; another does not. Such broad differences make for the perception of inequities, and may even produce inequities, for individual candidates. In an attempt to address these problems, CAPT brought a series of proposals to Academic Staff at the May retreat. The very useful discussion with members of academic staff will assist CAPT in refining these proposals for presentation to the faculty.

ACKNOWLEDGEMENTS:

CAPT is grateful to Gerry Erchak, who replaced Joel Smith in the fall semester; and to both Tim Koechlin and Greg Pfitzer for serving as alternates in personnel deliberations. CAPT also appreciates the extraordinary work of the staff in the office of the VPAA/DOF, especially the efforts of Chris McGill and Sue Blair--as well as the support of Margaret Irving and Anne Montanino in the President's Office. CAPT is also grateful to Mehmet Odekon, Chair of CFG, and the other members of his committee, for their prompt and helpful advice on many occasions. Finally, members of CAPT have greatly benefited from the wisdom of outgoing members Susan Lehr and Joel Smith.

2000-2001 CAPT

2001: Susan Lehr

Joel Smith (spring)

Gerry Erchak (fall)

2002: Una Bray

Susan Kress (chair)

2003: John Anzalone

Penny Jolly

2001-2002 CAPT

2002: Una Bray

Susan Kress

2003: John Anzalone (chair)

Penny Jolly

2004: Roy Ginsberg

Mary Lynn