CAPT CALENDAR 2008-2009

JUNE 2008

Deadlines for June

June 13

- Letters from the Dean of the Faculty (DOF) to second-year faculty members who have not been designated as candidates for reappointment by their department.

JULY

Before August 1, chair sends CAPT Calendar, CAPT Operating Code, and TAC Operating Code to Office of the DOF for inclusion in department chairs' handbook.

SEPTEMBER

During the Month of September, CAPT:

- Distributes CAPT Calendar, CAPT Operating Code, and TAC Operating Code to the faculty.
- Sends reminder to all faculty to announce the annual meeting of CAPT for new tenure-track members of the Faculty.
- Notifies department chairs reminding them to submit letters for promotions to the DOF for those faculty who earned doctoral degrees during the summer.
- Discusses schedule with Academic Staff on tenure, promotions, and other topics deemed appropriate.
- Meets with new faculty to explain reappointment and tenure system.
- Deliberates and consults with VPAA and DOF about nominations for endowed chairs.
- Deliberates and consults with VPAA and DOF about administrative appointments/reviews anticipated in the year ahead. (Any review must be initiated no later than November 1, as stipulated in the Faculty Handbook.)

Deadlines for September

September 5

- Candidates for tenure submit materials in evidence of professional accomplishments to the Office of the DOF.
- Candidates for tenure submit names of referees inside the Skidmore community to the chair of CAPT.

September 12

- The Chair of CAPT sends a letter listing tenure candidates for the year to the President with a copy to the VPAA and DOF.
- The Chair of CAPT requests letters from chairs, full-time faculty members (and those holding shared appointments) in the candidate's department (in the ranks defined in Part One, V Categories of Appointments to the Faculty, Topic A, Tenure Track Appointments and E.2.b. Artist or Writer-in-

Residence) in at least their third year of full-time service at Skidmore College, program directors (where appropriate), and other individuals deemed appropriate (due October 3).

- The Chair of CAPT requests letter from chairs and/or Program Directors reporting the department's or program's evaluation of the tenure candidate (due October 3).
- The Chair of CAPT sends letters to referees invited by the candidate from inside the College requesting information about candidates for tenure.
- VPAA calls for nominations for open endowed chairs.

OCTOBER

October 1-November 21

- CAPT deliberations on tenure candidates.

Deadlines for October

October 1

Letters from external referees due.

October 3

- Letters on tenure candidates due from departmental colleagues, program directors (as appropriate), and other individuals deemed appropriate.
- Candidates for tenure submit materials in evidence of teaching effectiveness to the Office of the DOF.
- Letters from internal Skidmore referees due.
- Faculty members appointed to committee to review an administrative officer to begin consultation with the President, the officer being reviewed, and the Faculty Executive Committee.

October 10

- The Chair of CAPT sends to tenure candidates a list of names of all those who have written unsolicited letters about the candidates.
- Letters from chairs or other evidence of completed degrees due to the DOF on promotions for those faculty who earned terminal degrees during the summer.
- Latest date to hold open meeting on promotion for qualifying candidates, chairs, and other interested parties.

October 31

- Letters of nomination for endowed chairs due to VPAA
- Letters to the VPAA, DOF and department chairs regarding January 30 deadline for recommendation for promotions.

NOVEMBER

Deadlines for November

November 21

- CAPT makes tenure recommendations to the President.

DECEMBER

Deadlines for December

December 12

- DOF notifies department chairs regarding tenure recommendations; department chairs immediately notify candidates.

JANUARY 2009

January 30 – March 27

- CAPT consideration of candidates for promotion.

Deadlines for January

January 15

- Recommendations for reappointment due from departments to the DOF.
- Petition for tenure review due to Tenure Review Board.

January 30

- Recommendations for promotion due to CAPT
- Candidates and department chairs submit files to CAPT containing supporting materials for promotion
- The Chair of CAPT sends to candidates for promotion a letter stating that they are candidates for promotion.

FEBRUARY

Deadlines for February

February 13

- Tenure Review Board will convey recommendation to the President, CAPT, VPAA, DOF, candidate's department chair, and candidate.

February 16

- DOF makes recommendations to the VPAA on reappointments.
- DOF reports to CAPT on reappointment recommendations.

February 24

- In case of a disagreement between a department and the DOF on reappointment, CAPT presents a third opinion to the VPAA.

February 27

Letters from the administration to candidates on tenure and reappointment decisions

MARCH

Deadlines for March

March 6.

- CAPT calls a meeting of those faculty who have been reappointed to a second three-year tenure track contract, as soon as possible after March 1, to explain in detail the tenure system at Skidmore.
- All materials supporting tenure appeals due to the Tenure Appeal Committee.

March 20

- DOF delivers to CAPT a list of faculty who have been at the rank of Associate Professor for 7 years or more.

March 27

- CAPT makes recommendations to the President on promotions with copy to the VPAA and the DOF.

APRIL

During the Month of April

- Meeting with next year's candidates for tenure.
- Meeting with newly reappointed faculty, if the meeting has not been held in March
- DOF informs promotion candidates of the President's recommendation to the Board regarding promotion.

Deadlines for April

April 3

VPAA calls for nominations for open endowed chairs.

MAY

During the Month of May

- Department review of second-year faculty members.
- CAPT meets with Academic Staff at the close of the academic year to discuss procedures and criteria for tenure and promotion.
- Oral reports from committees undertaking administrative reviews due to CAPT

Deadlines for May

May 1

- DOF delivers reappointment and tenure list to CAPT.
- CAPT sends letter to tenure candidates with list of due dates.

May 8

Names and addresses of external tenure referees for candidates in 2009-2010 due to CAPT Chair and to the Office of the DOF

May 22

- Chair of CAPT sends letters to referees invited by the candidate from outside the College requesting information about candidates for tenure.

May 29

- Letters from department chairs to DOF stating whether second-year faculty members are candidates for reappointment