

## **CAPT CALENDAR 2013-2014**

### **JUNE 2013**

#### **Deadlines for June**

##### **June 15**

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

### **JULY**

- Chair sends CAPT Calendar, CAPT Operating Code, and TAC Operating Code to Office of the Dean of Faculty and Vice President for Academic Affairs (DOF/VPAA) for inclusion in department chairs' handbook.

### **AUGUST**

#### **Deadlines for August**

##### **Friday, August 30**

- Candidates for tenure submit materials in evidence of teaching effectiveness to the Office of the DOF/VPAA.
- Candidates for tenure submit materials in evidence of professional and service accomplishments to the Office of the DOF/VPAA.

### **SEPTEMBER**

#### **During the Month of September, CAPT:**

- Distributes CAPT Calendar, CAPT Operating Code, and TAC Operating Code to the faculty.
- As first order of business, reviews file of any second-year appointee denied consideration as a candidate for third-year reappointment when the ADOFP and the department disagree after reconsideration. CAPT makes a third recommendation to the DOF/VPAA as soon as possible, and no later than September 30.
- Announces to all faculty that the annual meeting of CAPT for new tenure-track members of the Faculty, their chairs, and the ADOFP will occur in February 2014.
- Notifies department chairs reminding them to submit letters for promotions to the ADOFP for those faculty who earned doctoral degrees during the summer.
- Deliberates and consults with DOF/VPAA and ADOFP 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.)
- DOF/VPAA calls for nominations for endowed chairs.

## **Deadlines for September**

### **Tuesday, September 3**

- Candidates for tenure submit names of referees inside the Skidmore community to the chair of CAPT.
- ADOFP informs CAPT of any special arrangements regarding chairs or personnel committees in tenure cases.

### **Monday, September 9**

- The Chair of CAPT sends a letter listing tenure candidates for the year to the President with a copy to the DOF/VPAA and ADOFP.
- 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 September 27).
- 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 September 27).
- The Chair of CAPT sends letters to referees invited by the candidate from inside the College requesting information about candidates for tenure.
- DOF/VPAA calls for nominations for open endowed chairs.

### **Friday, September 13**

- Letters on tenure candidates due from external referees.

### **Friday September 27**

- Letters on tenure candidates due from departmental colleagues, program directors (as appropriate), and other individuals deemed appropriate.
- 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.
- CAPT recommendation to VPAA/DOF due by this date, but preferably before, in the review of any second-year candidate denied consideration as a candidate for 3<sup>rd</sup>-year reappointment within the department when the ADOFP and the department have continued to disagree after the department has reconsidered the case.

## **OCTOBER**

### **During the Month of October**

- CAPT deliberations on tenure candidates commence and continue to Friday, November 29.
- CAPT meets with potential candidates for promotion and their chairs.

### **Deadlines for October**

#### **Friday, October 4**

- 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/VPAA on promotions for those faculty who earned terminal degrees during the summer.

#### **Friday, October 11**

- Latest date to hold open meeting on promotion for qualifying candidates, chairs, and other interested parties.

#### **October 15**

- As soon as possible, and in no case later than October 15, the DOF/VPAA announces to the department a decision relative to any second-year candidate denied consideration as a candidate for 3<sup>rd</sup>- year reappointment by the department when the ADOFP and the department have continued to disagree after departmental reconsideration of the case.

#### **Friday, October 25**

- Letters of nomination for endowed chairs due to VPAA/DOF.
- Letters to the VPAA/DOF, ADOFP and department chairs regarding January 24 deadline for recommendation for promotions.

## **NOVEMBER**

### **During the Month of November**

- Deliberates and consults with DOF/VPAA and ADOFP about nominations for endowed chairs.

### **Deadlines for November**

#### **Friday, November 29**

- CAPT makes tenure recommendations to the President, with copy to the DOF/VPAA and ADOFP.

## **DECEMBER**

### **Deadlines for December**

#### **Friday, December 6**

- DOF/VPAA announces appointments to endowed chairs.

**Friday, December 13**

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

**JANUARY 2014**

**January 30 – March 21**

- CAPT consideration of candidates for promotion.

**Deadlines for January**

**Friday, January 10**

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

**Friday, January 24**

- 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**

**During the Month of February**

- CAPT meets with new tenure-track faculty, their chairs, and the ADOFP to discuss reappointment and tenure procedures and criteria.

**Deadlines for February**

**Friday, February 7**

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

**Monday, February 10**

- ADOFP makes recommendations to the DOF/VPAA on 3<sup>rd</sup> year reappointments.
- ADOFP reports to CAPT on 3<sup>rd</sup> year reappointment recommendations.

**Monday, February 17**

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

**MARCH**

**During the Months of March or April**

- CAPT meets with next year's candidates for tenure and their chairs.
- CAPT meets with newly reappointed faculty and their chairs.

### **Deadlines for March**

#### **March 1**

- Letters from the administration to candidates on tenure and reappointment decisions on or before this date.

#### **Friday, March 7**

- All materials supporting tenure appeals due to the Tenure Appeal Committee.

#### **Monday, March 17**

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

#### **Friday, March 21**

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

## **APRIL**

### **During the Month of April**

- ADOFP informs department chairs regarding promotion recommendations; department chairs immediately notify candidates.

### **Deadlines for April**

#### **Friday, April 25**

- ADOFP delivers list of tenure candidates to CAPT.
- CAPT sends letter to tenure candidates with list of due dates.

## **MAY**

### **During the Month of May**

- Department review of second-year faculty members.
- CAPT meets with department chairs and relevant program directors 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.
- ADOFP delivers list of 2<sup>nd</sup> year reappointment candidates to CAPT.

### **Deadlines for May**

#### **Friday, May 9**

- Names and addresses of external tenure referees for candidates in 2013-2014 due to CAPT Chair and to the Office of the DOF/VPAA.

**Friday, May 16**

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

**Friday, May 23**

- Letters from department chairs to ADOFP stating whether second-year faculty members are candidates for 3<sup>rd</sup> year reappointment; ADOFP delivers list of 3<sup>rd</sup> year reappointment candidates to CAPT.