

CAPT CALENDAR 2016-2017

All dates refer to the 2016-2017 Academic Year (unless otherwise noted).

JUNE 2016

Deadlines for June 15

- Letters from the Associate Dean of the Faculty (ADOF) 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

August 28

- 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 ADOF and the department disagree after reconsideration. CAPT makes a third recommendation to the DOF/VPAA as soon as possible, and no later than September 25.
- Announces to all faculty that the annual meeting of CAPT for new tenure-track members of the Faculty, their chairs, and the ADOF will occur in February.
- Notifies department chairs reminding them to submit letters for promotions to the ADOF for those faculty who earned doctoral degrees during the summer.
- Deliberates and consults with DOF/VPAA and ADOF 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

September 1

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

September 7

- The Chair of CAPT sends a letter listing tenure candidates for the year to the President with a copy to the DOF/VPAA and ADOF.
- 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 25).
- 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 25).
- 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.

September 11

- Letters on tenure candidates due from external referees.

September 25

- 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.

September 30

- 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 3rd year reappointment within the department when the ADOF and the department have continued to disagree after the department has reconsidered the case.

OCTOBER

During the Month of October

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- CAPT deliberations on tenure candidates commence and continue to Wednesday, November 25.
- CAPT meets with potential candidates for promotion and their chairs.

Deadlines for October

October 2

- 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.

October 9

- Latest date to hold open meeting on promotion for qualifying candidates, chairs, and other interested parties.
- Department Chairs present updated CVs of potential promotion candidates to and consult with the Dean of the Faculty/VPAA.

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 3rd- year reappointment by the department when the ADOF and the department have continued to disagree after departmental reconsideration of the case.

October 23

- Letters of nomination for endowed chairs due to VPAA/DOF.
- Letters to the VPAA/DOF, ADOF and department chairs regarding December 22 deadline for recommendation for promotions.

NOVEMBER

During the Month of November

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

Deadlines for November

November 25

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

DECEMBER

Deadlines for December

December 4

- DOF/VPAA announces appointments to endowed chairs.

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December, last day of classes

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

December 22

- 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.
- CAPT deliberations on promotions commence and continue to March 18.

JANUARY 2016

CAPT consideration of candidates for promotion.

Deadlines for January

January 8

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

January 18

- Letters on promotion candidates due from departmental colleagues, program directors (as appropriate), and other individuals deemed appropriate.
- Letters from internal Skidmore referees due.

FEBRUARY

During the Month of February

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

Deadlines for February

February 5

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

February 15

- ADOF makes recommendations to the DOF/VPAA on 3rd year reappointments.
- ADOF reports to CAPT on 3rd year reappointment recommendations.

February 25

- In case of a disagreement between a department and the ADOF 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 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.

March 4

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

March 15

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

March 18

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

APRIL

During the Month of April

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

Deadlines for April

April 22

- ADOF 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 discusses with department chairs and program directors procedures and criteria for tenure and promotion at the end-of-the-year chairs and program directors retreat .

- Oral reports from committees undertaking administrative reviews due to CAPT.
- ADOF delivers list of 2nd year reappointment candidates to CAPT.

Deadlines for May

May 6

- Names and addresses of external tenure referees for candidates in 2016-2017 due to CAPT Chair and to the Office of the DOF/VPAA.

May 20

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

May 27

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