

## **CAPT CALENDAR 2017-2018**

**All dates refer to the 2017-2018 Academic Year (unless otherwise noted).**

### **JUNE 2017**

#### **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 3<sup>rd</sup> 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**

2

- CAPT deliberations on tenure candidates commence and continue to November 24.
- 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 10**

- 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 14**

- As soon as possible, and in no case later than October 14, 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 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 24**

- 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.

3

### December, on or before the 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 16.

## JANUARY 2018

CAPT consideration of candidates for promotion.

## Deadlines for January

### January 9

- 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 3<sup>rd</sup> year reappointments.
- ADOF reports to CAPT on 3<sup>rd</sup> year reappointment recommendations.

### **February 26**

- 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 5**

- 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 19**

- 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 23**

- 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 2<sup>nd</sup> year reappointment candidates to CAPT.

### **Deadlines for May**

#### **May 5**

- 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 19**

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

#### **May 26**

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