

## CAPT OPERATING CODE 2008-2009

### Members of CAPT:

Regina M. Janes, English (chair)  
Mary Crone Odekon, Physics  
Gove W. Effinger, Mathematics  
Ronald P. Seyb, Government  
Jordana Dym, History  
Viviana M. Rangil, Foreign Languages

**FUNCTION:** To represent the faculty on administrative appointments and reviews and on faculty appointments, promotions, tenure, and termination of service, and to make recommendations on these matters to the appropriate administrative officer. The administration shall consult CAPT to determine which administrative personnel decisions the committee judges to require faculty representation. Special meetings with the President and the Vice President for Academic Affairs and Dean of Faculty may be called at the request of either of these administrative officers or of the committee. The CAPT or its chair meets at least once each academic year with the Academic Affairs Committee of the Board of Trustees. Revisions to some parts of Part One, Faculty Rights and Responsibilities, of the Faculty Handbook are reviewed by the CAPT for its recommendations prior to a faculty vote.

**MEMBERSHIP:** Six faculty members with tenure, each from a different department chosen from the ranks of professor and associate professor, none of whom is on the Committee on Academic Freedom and Rights, the Faculty Advisory Board, and the Tenure Review Board, elected to serve three-year terms. Members of CAPT may not participate in the CAPT's discussion of tenure or promotion cases of candidates in their own departments; replacements for such cases will be selected from recent members of CAPT and the Tenure Review Board (or its predecessor, the CAPT Review Committee). The first eligible faculty member will be chosen from a list beginning with the most recent past members of the named groups (eligible replacements must have reviewed at least one case).

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**All dates refer to the 2008-2009 Academic Year (unless otherwise noted)**

### ***TENURE***

Candidates are informed of the President's recommendation by December 12. Notice of the decision by the Board of Trustees to grant tenure is given by February 27 (on or before March 1 mandated in Faculty Handbook).

## **Eligibility**

1. Only full-time members of the teaching faculty and those in shared positions (a.k.a. shared appointments) may be considered for tenure.
2. Full-time members of the teaching faculty, who are at the rank of assistant professor or above and who are in their sixth year of full-time service at Skidmore, shall be candidates for tenure.
3. Faculty members in shared positions will be considered for tenure individually but usually simultaneously as early as their sixth year or as late as their ninth year of service at the College.
4. Faculty members who were appointed initially to the rank of associate or full professor, without prior tenure, may choose to become candidates for tenure in their fifth year of service at Skidmore.
5. Faculty members initially appointed to the rank of associate or full professor with tenure at their previous institution may choose to be considered for tenure as early as the fall term of their second year of service as faculty members at Skidmore.
6. The status of tenure consideration of faculty members appointed initially as Chair will be determined by their rank at the time of appointment and whether or not they had prior tenure.

## **Procedures for Granting Tenure**

1. By May 1, 2008, the Dean of Faculty (DOF) supplies CAPT with a list of current faculty members eligible for reappointment and tenure in 08-09 with dates pertaining to length of service and status.
2. In April 2008, CAPT will meet with faculty members eligible for tenure. By May 1, 2008, CAPT will contact faculty members eligible for tenure, requesting by May 15, 2008, names of referees outside the Skidmore community and by September 5 names of referees inside the Skidmore community. CAPT states in this letter that it will also consult full-time faculty members (and those with shared appointments) in the candidate's department and/or ID program (in the ranks defined in Part One, V. Appointments to the Faculty, Topics A, Tenure-track Appointments and E.2b. Artist or Writer-in Residence) who are in at least their third year of full-time service at Skidmore. CAPT will also contact program directors indicated by the candidates, and other individuals as deemed appropriate.
3. By May 30, 2008, CAPT will send letters to referees outside the college community suggested by the candidate requesting their evaluation of the candidates' professional work.

4. By September 12, CAPT will send letters requesting information and recommendations to the persons in the Skidmore community suggested by the candidate requesting their evaluation of the candidate's professional work. Similar letters will also be sent to the chair of the appropriate department and to those full-time faculty members (and those with shared appointments) in the candidate's department and/or ID program (in the ranks defined in Part One, V Categories of Appointments to the Faculty, Topics A, Tenure-track appointments and E.2b. Artist or Writer-in residence, with the exception of those faculty holding full-time administrative appointments) who are in at least their third year of full-time service at Skidmore. Individuals writing letters are directed to Faculty Handbook, Part One, Section VI. A., Evaluative Criteria for Continued Service. CAPT informs those persons writing letters that "the candidate may have access to your letter after the tenure decision is made. Members of the Tenure Review Board may have access if the candidate petitions for review of a negative recommendation, and the candidate's advocate may have access in the event that a review of a negative recommendation by CAPT is granted. In addition, the Committee on Academic Freedom and Rights, the Assistant Director for Equal Employment Opportunity and Workforce Diversity (ADEWD), and the Faculty Advisory Board may also have access if a charge of violation of academic freedom and rights or a violation of anti-harassment policies requires it."
5. By September 12, CAPT will send a list of candidates for tenure to the President, with copies to the Vice President for Academic Affairs (VPAA) and the DOF.
6. By September 12, CAPT will request that the candidate's department chair or, if the candidate's appointment is 100% in an ID Program, the ID Program Director (or ID Program Personnel Committee Chair if the Director is the candidate) or, if the candidate's appointment is shared between departments or ID Programs, the department Chair and the Program Director(s) (or PPC Chair if the Director is the candidate) provide letters that assess the candidate's credentials from the perspective of both an individual colleague and as department chair or ID Program Director. The chair and/or ID Program Director shall provide:
  - a. Student opinion regarding the faculty member as a teacher, with indication of the procedures by which this information was gathered (Faculty Handbook, Part One, Section IX. E. 3.h.). A statement and assessment of teaching effectiveness supported by an analysis of student evaluations collected over the years is likely to be helpful to CAPT as well.
  - b. Faculty opinion regarding the candidate as a teacher, based on class visits, with indication of the procedures by which this information was derived (Faculty Handbook, Part One, Section IX. E. 3.h)
  - c. A clear statement of the "extent to which ... [this] candidate's particular abilities will continue to be needed, as far as the department's future can be projected" (Faculty Handbook, Part One, Section IX. E. 5.d.).

Individuals writing letters of evaluation shall clearly state whether they do or do not recommend tenure, and why, according to the criteria for continued service (as found in

Part One Faculty Rights and Responsibilities, Article VI Evaluative Criteria for Continued Service, Topic A Tenure-Track Faculty).

CAPT also requests from the DOF and the chairs of the departments concerned clear printouts of the all-College teaching evaluation summaries and departmental long form teaching evaluations for each semester and copies of the annual reports of activities.

7. If CAPT deems it appropriate, it will request information from other faculty members who have been closely associated with the candidate and from administrative officers such as Program Directors, Associate Deans of Faculty, Director of Academic Advising, and Dean of Student Affairs, who may be in positions to offer information about a candidate's participation in interdisciplinary programs, co-curricular activities, and academic advising,
8. Candidates for tenure may submit a letter on their own behalf.
9. The Chair of CAPT will prepare for each tenure candidate a folder containing relevant materials obtained from the candidate's department chair and all letters received from sources referred to above. The Chair of CAPT is responsible for ensuring those folders are complete insofar as the requested information is available. The Chair of CAPT will also create a file for any unsolicited letters. CAPT will treat all such material as confidential, and the Chair will deposit these folders in the CAPT Reading Room with instructions strictly to preserve their security.
10. Within seven days of CAPT's deadline for receipt of the chair's and the faculty's recommendations, the Chair of CAPT will send the tenure candidates a list of names of those who have written unsolicited letters about the candidates.
11. Each member of CAPT will read confidential folders of all candidates for tenure in preparation for the committee's deliberations.
12. CAPT will consider its recommendations during the period from October 1 through November 21. The committee meets with the VPAA and the DOF at least once before the committee votes on the cases and presents its recommendation to the administration. At this meeting, the DOF provides his/her perspective; members of the CAPT may ask questions but do not offer opinions.
13. CAPT may also meet with other administrators during its deliberations.
14. CAPT may meet with candidates for tenure and with department members as it deems necessary.
15. CAPT will make its recommendations in writing to the President, the VPAA and the DOF by November 21. After the DOF and the VPAA have deliberated about CAPT's recommendations, the VPAA and/or the DOF may request to meet with the CAPT, at which time, CAPT, without revealing individual positions, will provide reasons for the

committee's recommendations. CAPT may also request an additional meeting. The President may also request a meeting with CAPT to discuss its recommendations. In the event of a disagreement between the VPAA and the CAPT, the VPAA and the DOF meet with the CAPT to discuss the reasons for the disagreement. In the rare instance in which the President does not concur with the recommendations of the CAPT, the President will meet immediately with the CAPT to offer detailed and compelling reasons for such divergence.

16. On or before December 12, the DOF will notify the candidate's department chair of the CAPT's and the President's tenure recommendation. Department chairs will notify the candidates immediately. Candidates who are not recommended may request a meeting with the DOF and the Chair of CAPT.
17. The President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees and the CAPT informs the AAC of the recommendations it made to the President. The Board makes final decisions to grant tenure.
18. The DOF will convey the decision of the Board of Trustees to the candidate and to the candidate's chair on or before February 27.

### ***REAPPOINTMENT***

Procedures for third-year reappointment are stipulated in the Faculty Handbook, Part One, Section VIII.A.2

1. If a department regards the appointee as a candidate for reappointment, it must submit its recommendation, positive or negative, with supporting evidence to the DOF on or before January 15 of the appointee's third year (date mandated in Faculty Handbook). This evidence must include a cover letter from the chair and letters from full-time faculty and those holding shared appointments in the department or ID program concerned (in the ranks defined in Part One, V. Categories of Appointments to the Faculty, Topics A. Tenure-track Appointments and E.2b. Artist or Writer-in-Residence) who are in at least their third year of full-time service at Skidmore, and (where appropriate) program directors.
5. The DOF must decide by February 16 (on or before February 15 mandated in Faculty Handbook, subject to CAPT Operating Code and Calendar) whether to recommend to the VPAA a further three-year contract or termination of the individual's service. The DOF shall base this recommendation on the evidence submitted by the candidate's department, and on the standards of excellence the DOF maintains for the faculty as a whole.
6. The DOF will report reappointment decisions to CAPT by February 16 (on or before February 15 mandated in Faculty Handbook, subject to CAPT Operating Code and Calendar).

7. If a disagreement occurs between the recommendations of the department and the DOF, CAPT will review the candidate's file and make a third recommendation to the VPAA by February 24 (on or before February 25 mandated in Faculty Handbook).
8. The VPAA shall make the decision whether or not to follow the recommendation in all cases presented. The DOF will communicate the decision to the candidates and their department chairs. The DOF shall offer further three-year contracts to successful reappointment candidates by February 27 (on or before March 1 mandated in Faculty Handbook).
9. A candidate for reappointment to whom a further three- year contract is not offered in the third year shall receive written notice of a terminal one-year appointment from the DOF by February 27 (on or before March 1 mandated in Faculty Handbook).

## ***PROMOTIONS***

CAPT completes its deliberations by March 27. Promotions are announced after the May Board of Trustees' meeting meeting.

### **Recommendation for Promotions**

By October 10, CAPT, along with the DOF, will hold a meeting on promotion for qualifying candidates, chairs and all other interested parties. The Chair of CAPT is also willing to meet confidentially with candidates or chairs. CAPT will send letters to the DOF and all department chairs by October 31, reminding them of the January 30 deadline for recommendations and referring them to the Faculty Handbook, Part One, Section XI. Promotion. A. Professorial Ranks, 2. Guidelines for Advancement in Rank, and Section VI. A., Evaluative Criteria for Continued Service. Candidates being considered for promotion shall be sent a written notice by the Chair of CAPT stating that they are candidates for promotion. Such notification is due the day that the departments submit the cases.

1. For the rank of assistant professor, the appropriate terminal degree (or its professional equivalent) is generally required. The absence of the appropriate terminal degree is not an absolute deterrent to the advancement to any rank. Other qualifications, however, shall be closely scrutinized by the department and the administration for evidence of extraordinary merit.
2. For the rank of associate professor, the appropriate terminal degree (or its professional equivalent) is generally required. In addition, superior ability to teach courses at both the introductory and advanced levels and significant growth and achievement in scholarly, creative, or professional work must be clearly demonstrated. Participation in college affairs (such as involvement in departmental or faculty governance or in other aspects of extracurricular college life) is also important. This participation is not to be predominantly or exclusively equated with service on faculty committees, which is but one of a variety of service options available to faculty.

1. For the rank of professor, the appropriate terminal degree (or its professional equivalent) normally is required. Promotions to this rank shall be granted to faculty who have shown continuing excellence in teaching (or, in the case of Library faculty, librarianship); concomitant achievement attesting to further growth in scholarship, creative or professional work; and significant involvement in the affairs of the college. When the DOF provides department chairs and CAPT with the annual list of those in the Associate rank for seven years or more, CAPT may take the opportunity to ask questions about those who have been in rank for many years.
4. CAPT will consider its recommendations during the period from January 30 through March 27. The committee meets with the Vice President for Academic Affairs (VPAA) and the DOF at least once before the committee votes on the cases and presents its recommendation to the administration. At this meeting, the DOF provides his/her perspective; members of the CAPT may ask questions but do not offer opinions. After conducting its deliberations, the CAPT reports its recommendation to the President, the Vice-President for Academic Affairs, and the Dean of the Faculty. The VPAA then consults with the DOF and decides upon her/his recommendation, meeting with the CAPT to offer detailed and compelling reasons for any disagreement with the CAPT's recommendation. The VPAA makes a recommendation to the President, notifying the CAPT of that recommendation. In the rare instance in which the President does not concur with the recommendations of the CAPT, the President meets with the CAPT to offer detailed and compelling reasons for such disagreement. The President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees and the CAPT informs the AAC of the recommendations it made to the President.

### ***APPOINTMENTS***

When CAPT deems it appropriate, it will ask to be consulted on certain administrative and faculty appointments. In such cases, CAPT will expect the Search Committee (or whoever is in charge of the search) to provide information that is sufficient to ensure a meaningful consultation.

### **Endowed Chairs**

Endowed chairs are appointed by the VPAA in consultation with the DOF, the CAPT, the Department and any academic Program deemed by CAPT to be sufficiently relevant. In order to assist CAPT in its consideration of candidates for endowed chairs:

1. The VPAA's office will supply CAPT with the letters of nomination for candidates for endowed chairs.
2. The VPAA's office will supply CAPT with the CVs of candidates for endowed chairs and, when CAPT deems appropriate, teaching evaluations.
3. CAPT may also request other information from the DOF, the Department or Program, members of the faculty and/or administration.

## Senior Academic and Administrative Officers

If CAPT deems it appropriate it will ask to consult with the Board of Trustees, the President, the VPAA or the DOF on the appointments of senior academic and administrative officers.

In the event of the appointment of a President, VPAA, DOF, or other board-appointed officer:

1. CAPT expects that:
  - a. CAPT will be consulted prior to the formation of a search committee.
  - b. the search committee will provide CAPT with credentials of all candidates invited to campus.
  - c. the search committee will provide credentials of the other candidates on its “short list” to CAPT in the event that only one candidate is invited to campus.
2. CAPT will provide the search committee, and, if appropriate, the Board of Trustees with recommendations about the candidates it has considered.

## ***OTHER RESPONSIBILITIES OF CAPT***

1. CAPT calls a meeting of new members of the faculty as soon as possible at the beginning of the academic year to explain in detail the reappointment and tenure system at Skidmore.
2. 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.
3. CAPT holds a meeting before October 10 for chairs, faculty eligible for promotion, and other interested parties to review promotion procedures, guidelines, and criteria.
4. CAPT meets with Academic Staff at the close of the academic year to discuss procedures and criteria for tenure and promotion.
5. CAPT reports to the faculty about matters of ongoing concern and as the need to consult or inform the faculty arises.
6. CAPT reviews sections of the Faculty Handbook relating to CAPT responsibilities when necessary.
10. CAPT meets at least once each year with the Academic Affairs Committee of the Board of Trustees and at the call of the Board.
11. CAPT conducts an annual review of its Operating Code, Calendar, and the TAC Operating Code and distributes them to the faculty and administrative officers at the beginning of the academic year.

12. CAPT confers with the President, the VPAA, the DOF and the Trustees on matters of common concern, including the granting of honorary degrees.
13. CAPT attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee.
14. The Chair (or designated member) of CAPT serves on the Governance Advisory Council.
15. If CAPT is charged by an individual with a violation of academic freedom and rights, CAPT meets with CAFR and cooperates with CAFR's inquiry and investigation to the fullest extent possible.
16. CAPT makes an annual report, in writing, to the faculty at the end of the academic year.

***CONFIDENTIALITY***

All committee discussions and documents are strictly confidential. Members of CAPT shall not discuss the committee's deliberations with any member of the faculty or administration except under official circumstances (see Faculty Handbook, Part One, Section IV, Academic Freedom and Tenure).