FACULTY HANDBOOK CHANGES FOR 2004-05

Page numbers refer to the 2003-2004 Faculty Handbook.

GLOBAL CHANGES

Change Director of Diversity and Affirmative Action to Director of Institutional Diversity

PART ONE

Page 119  VIII. E. 2. Procedures for Granting Tenure
Motion to revise language – April 2, 2004
Delete “the Tenure Review Board”

Page 121  VIII. F. 1. Review of Negative Tenure Decisions
Motion to revise language – April 2, 2004
Add “but believes that his or her case received inadequate consideration”
Add “The candidate must submit to the TRB a letter stating in a clear and precise manner
exactly how the consideration of the case is perceived as having been inadequate.”

Page 122  VIII. F. 3. Review of Negative Tenure Decisions
Motion to revise language – April 2, 2004
Add “together with the letter referred to in paragraph 1 above.”
Delete “with the exception of the letter from the candidate stating in a clear and precise
manner the basis for requesting the review”
Add “and the TRB will restrict its inquiry to the area or areas of consideration claimed in
the candidate’s letter to have been inadequate.”

Page 137   VIII. G. 1. Appeal of Negative Tenure Decisions
Motion to revise language – April 2, 2004
Delete “supporting the case”
Add “specifically pertaining to the area or areas of consideration deemed inadequate by
the TRB.”

Page 138   XIX. FACULTY GOVERNANCE
Motion to Clarify Language in the Faculty Handbook Regarding Administrators Who
May Attend and Vote in Faculty Meetings – February 6, 2004
Add Dayton Director of the Tang Teaching Museum and Art Gallery

Page 138  XX. D. PROCEDURES FOR HANDBOOK AMENDMENTS
Motion to revise language – April 30, 2004
Delete “All College Council”
Add “Institutional Planning Committee (IPC)”
PART TWO

Motion to eliminate the Financial Policy and Planning Committee at the end of 2003-04 - April 2, 2004

Page 202  I. Article I. C.a. Eligibility to Vote
Motion to add “the Director of the Tang Teaching Museum and Art Gallery” – February 6, 2004

Page 209  Delete “Financial Policy and Planning” from the lists of Committee of Committees

Page 211  II. F. 4. COMMITTEE ON ADMISSIONS & STUDENT AID
Delete “Financial Policy and Planning Committee”

Page 212  II. F. 7. COMMITTEE ON FACULTY GOVERNANCE
Delete “FPPC”

Page 214  II. F.10. FACULTY DEVELOPMENT COMMITTEE (FDC) – Elected
Motion to change the term of the Faculty Development Committee from two years to three years – October 3, 2003

II. F. 11. FINANCIAL PLANNING AND POLICY COMMITTEE (FPPC) – Elected
Delete completely

Page 215  II. F. 13. THE INSTITUTIONAL PLANNING COMMITTEE (IPC) – Elected
Motion to modify membership of the Institutional Planning Committee for the 2004-05 academic year – April 30, 2004
Delete “Financial Policy and Planning Committee”
Delete “a faculty representative from All College Council”

Proposed membership for 2004-05:
Add “Dean of Admissions and Student Aid”
Add “Dean of Students”
Add “Dean of Special Programs”
Add “a 2003-04 faculty member of FPPC, a current faculty member of CFG (who serves as vice-chair of the committee), the administrative-professional member of 2003-04 FPPC, the support staff member of the 2003-04 FPPC”

PART THREE

Page 302  3. COLLEGE BENEFITS COMMITTEE - Elected
Under Function: Change “Financial Policy and Planning Committee” to “Institutional Planning Committee”

Page 303  6. HONOR CODE COMMISSION – appointed
Paragraph 1:
Delete “to implement the Honor Code by requiring students to write on their tests and exams that they have not witnessed or in any way aided another person cheating,”
Add “to support efforts to implement the Honor Code through the Honor Code Statement,”

Paragraph 2:
Add “The faculty member will be appointed to a three-year term.”

Page 304  7. THE INFORMATION RESOURCES COUNCIL (IRC) – Appointed
Paragraph 2:

9/9/2004
Add “or a designee from that office chosen in consultation with CFG,…a representative from the Office of Special Programs”

Page 306

III. A. 3. The Contract
Replace text with
“...Instructors should bring a copy of the following Honor Code Statement to every test or examination:

I have not witnessed any wrongdoing nor have I personally violated any conditions of the Skidmore College Honor Code while taking this examination.

Students should hand-write this statement on their exam booklets or papers and sign the statement if it is true. Failure on the part of the student to write the statement or to sign it indicates that the faculty member responsible should speak to the student about possible Honor Code violations.”

PART FOUR

Page 401

III. PARENTAL LEAVE FOR FACULTY
Delete “the Office of”

Page 402

V. B. Retirement Plan
Delete “The College will recognize time spent previously employed at a post secondary degree granting institution, or a qualified research organization which is considered tax-exempt under code 501c(3) of the IRC, toward the one year waiting period as long as the employee has participated in their previous employer’s 401(a) 403 (a) or 403 (b) basic retirement plan. The previous employer must confirm participation in one of the above mentioned basic retirement plans and certify the term of such employment to the College.

Page 403

V.D.3. Early Retirement
Add “or other qualified retirement plan”

Page 404

V.E.2.a. Health Plan Type
Change “Health Plan Type” to “Health Plan Options”

V.E.2.b.
Delete “still”
Add “with at least 15 years of continuous full-time service”

V.E.3.
Delete “their last base annual salary”
Add “the basic group term life insurance funded by the College”

Page 405

V.F. Phased Employment
Add: A copy of this Program can be downloaded from http://www.skidmore.edu/administration/hr/Policies/Policies.htm

PART FIVE

No Changes

PART SIX

Editorial changes made by Jack Ling, Director of Institutional Diversity and approved by CFG.

9/9/2004