

## **FACULTY HANDBOOK CHANGES FOR 2004-05**

Page numbers refer to the 2003-2004 Faculty Handbook.

### **GOBAL 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.”
- 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 137 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 PLANING 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:

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.