

Review of Part Six of the *Faculty Handbook*, Spring 2012

Introduction

On February 29, 2008, the Faculty approved the following motion presented by FEC:

On behalf of the Part Six Working Group, the Faculty Executive Committee (FEC) moves that the Faculty of Skidmore College

(A) adopt the newly-amended Part Six of the *Faculty Handbook*, and
(B) recommend to the Vice President for Academic Affairs that the policies and procedures described therein be reviewed within two or three years by representatives from Academic Affairs, the Office of the President, Human Resources, and the Faculty, and revised where appropriate.

Review of Part Six

1. Membership of Review Team:

The VPAA will convene the group as described in the motion above. That group will consist of the chairs of the Committee on Academic Freedom and Rights (CAFR), the Committee on Appointments, Promotions, and Tenure (CAPT), and the Faculty Executive Committee (FEC); the Associate Vice President for Finance and Administration and the Director of HR; the Executive Director of the Office of the President; and the VPAA.

2. Process for Review (by end of February 2012)

- Ascertain number of cases (Assistant Director for EEO and Workforce Diversity, ADEWD)
- Ascertain satisfaction with the process on the part of
 - Dean of the Faculty and Associate Dean of the Faculty (VPAA to consult)
 - ADEWD (Director of HR to consult)
 - Members of Faculty Advisory Board (FAB)/Advisory Panel(AP) (Chair of FEC to consult)
 1. For **all** members of FAB/AP: Was the training adequate and helpful?
 2. Were individuals involved in case reviews satisfied with the disposition of cases?
 3. Did the procedures work well?
 4. Do **any** of these individuals have suggestions for improvement?
 - Does John Bagyi – our legal consultant – have any suggestions for improvement regarding process and/or training? (Director of HR to consult)

3. Review implemented (March 2012)

The Director of HR reported that during 2008-2012, the ADEWD received a total of 8 complaints as follows:

2008-2009: 3 complaints, all resolved through informal counseling.

2009-2010: 3 complaints, 1 resolved through informal counseling; 2 resolved through formal investigation (Advisory Panel convened).

2010-2011: 2 complaints, both resolved through informal counseling.

The Director of HR and the VPAA completed their consultations as directed.

The Chair of FEC consulted with the 13 members of the FAB over the past four years, receiving responses from 12.

4. Results of Review and Recommendations

On the whole, the respondents reported that the process has worked well. The following recommendations were made:

- That the FAB select a Chair from its membership.
- That the FAB develop an Operating Code (OC); the OC should include stipulation of a meeting called by the FAB chair (early in each academic year) with the Associate Dean of Personnel, Development, and Diversity (ADOFP) and the ADEWD to review membership of the FAB and Part Six procedures and to clarify the roles of the ADOFP, the ADEWD, and the FAB.
- That the annual training be scheduled well in advance so as to include all members of the FAB.