

Guidelines for the Participation of the Dean of the Faculty/Vice President for Academic Affairs and Associate Deans of the Faculty in Tenure and Promotion Processes
Skidmore College

1. The responsibilities of the Dean of the Faculty/Vice President for Academic Affairs (DOF/VPAA) and Associate Deans of the Faculty (ADOFs) in the evaluation of faculty for the purposes of tenure and promotion are outlined in Part I, Article VIII, Sections E and F of the Faculty Handbook, as well as in the operating codes and procedures of the Appointments and Tenure Committee (ATC) and the Promotions Committee (PC).
2. To avoid any unfair advantage or disadvantage, or the perception thereof, the DOF/VPAA and the ADOFs shall not participate in tenure and promotion cases beyond the capacities mentioned in [1], or those previously agreed upon with the ATC or PC. In line with this limitation:
 - a. The DOF/VPAA and the ADOFs shall not participate as members of the faculty in the tenure and promotion processes of their home department or program under any circumstances. This includes writing departmental letters, participating in departmental deliberations, or chairing a case for a candidate from their home department or program.
 - b. The DOF/VPAA and the ADOFs shall not agree to write internal letters for tenure and promotion cases (described in Part I, Article VIII, Sections E and F of the Faculty Handbook).
 - c. The DOF/VPAA and the ADOFs shall not chair the personnel committee of any candidate except as outlined in [3].
3. When a faculty member serving as the department chair or program director of their home department or program is standing for tenure or promotion, the ADOF overseeing tenure and promotion processes will make every effort to find an appropriate designee chair. If these efforts are unsuccessful, one of the ADOFs may serve as chair. As established in [2.a] of these guidelines, an ADOF shall not chair the tenure or promotion case of a candidate from their home department or program.

Last update: 12-05-2024