Appointments & Tenure Committee
2024-2025 Academic Year Calendar

All dates refer to the 2024-2025 academic year unless otherwise noted.
If no specific date is given, the event may take place any time in the appropriate month.

Acronyms:

ADOF = Associate Dean of the Faculty with responsibilities for tenure-track personnel
ATC = Appointments and Tenure Committee
CPD = Chair or Program Director
DOF/VPAA = Dean of the Faculty/Vice President for Academic Affairs
TAC = Tenure Appeal Committee
TRS = Tenure Review Subcommittee

JUNE 2024

By June 1

- CPDs of tenure candidates send requests to external reviewers for letters evaluating the candidate's work, and send a list of these reviewers (with contact information including address, telephone number, and email address) to Debra Peterson, Academic Affairs Coordinator in the Office of the DOF/VPAA. *Note: although this typically has occurred by May 20 in the past, since 2020 the schedule has been modified because of the COVID-19 pandemic.*

JULY 2024

- The ATC Chair sends the ATC Calendar, ATC Operating Code, and TAC Operating Code to the Office of the DOF/VPAA for inclusion in the Chair/Program Director Handbook.

AUGUST 2024

By August 1

- ATC finds substitutes who can participate in any cases where an elected member is recused. Replacements for such cases will be identified from recent members of ATC, CAPT, and the Tenure Review Board. The first eligible faculty member will be chosen from a list beginning with the past members of the named groups who have most recently heard a case. If multiple substitutes from the same year are available, ATC will attempt to make a selection that preserves the representation of all four divisions.

By August 31, 4:30 pm (Eastern Time)

- Candidates for tenure submit materials in evidence of teaching effectiveness and professional and service accomplishments to the Office of the DOF/VPAA. Digital materials are uploaded to theSpring, and any (optional) hard copy materials are submitted to Debra Peterson.

- During August and/or September, ATC participates in anti-bias training in collaboration with the Promotion Committee and the DOF/VPAA Office.

SEPTEMBER 2024

- The ATC Chair distributes the ATC Calendar, ATC Operating Code, and TAC Operating Code to the faculty.
- The ADOF announces to all faculty that the annual meeting of ATC for new tenure-track members of the faculty, their chairs, and the ADOF will occur in February.
- ATC deliberates and consults with the DOF/VPAA and ADOF about administrative appointments/reviews anticipated in the year ahead. (Any review must be initiated no later than November 1.)
- The ADOF informs ATC of any special arrangements regarding chairs or personnel committees in tenure cases.

By September 5

- The Chair of ATC sends a letter listing tenure candidates for the year to the President with a copy to the DOF/VPAA and ADOF.
- CPDs request letters from full-time faculty members in at least their third year of full-time service at Skidmore College and other individuals deemed appropriate. These department letters are due to Chairs and Directors on October 2.
- CPDs request letters from reviewers internal to Skidmore, and invited by the candidate, and a list of those reviewers with contact information is sent to the DOF/VPAA (Debra Peterson). These “internal” letters are due to Chairs and Directors on October 2.

By September 11

- CPDs forward external letters reviewing tenure candidates to the Office of the DOF/VPAA office (c/o Debra Peterson).

By September 26

- Faculty members appointed to committee to review an administrative officer begin consulting with the President, the administrative officer being reviewed, and the Faculty Executive Committee.

OCTOBER 2024

By October 2

- CPDs forward department letters, internal letters, and their own letters to the DOF/VPAA Office (c/o Debra Peterson).

By October 10

- The Chair of ATC sends to tenure candidates a list of names of all those who have written unsolicited letters about the candidates.

JANUARY 2025

By January 10

- CPDs submit recommendations for reappointment to the ADOF.

FEBRUARY 2025

- ATC meets with new tenure-track faculty members, their chairs, and the ADOF to discuss reappointment and tenure procedures and criteria.

By February 15

- ATC makes tenure recommendations to the President with a copy to the DOF/VPAA and ADOF.
- The ADOF makes recommendations to the DOF/VPAA on third-year reappointments, and reports these recommendations to ATC.

By February 27

- In case of a disagreement between a department and the ADOF on a third-year reappointment, ATC presents a third opinion to the DOF/VPAA.

MARCH 2025

- ATC meets with next year's tenure candidates and newly reappointed faculty and their Department Chairs and Program Directors.

By March 1

- The ADOF notifies Department Chairs and Program Directors regarding tenure recommendations; Chairs and Directors immediately notify tenure candidates.

By March 21

- Petition for tenure review due to TRS.

APRIL 2025

By April 1

- TRS conveys its decision to the President, DOF/VPAA, ATC, department chair/program director, and candidate.

By April 15

- If TRS determines a tenure case should be reassessed, the candidate submits relevant materials to TAC.

Starting April 16 (Must be concluded by May 1)

- TAC deliberations take place (can include meeting with candidate).

By April 24

- The ADOF delivers a list of next year's tenure candidates to ATC.

By April 25

- ATC sends a letter to tenure candidates with a list of due dates.

MAY 2025

- ATC meets with CPDs to discuss procedures and criteria for tenure.
- Committees undertaking administrative reviews provide oral reports to ATC.

By May 1

- TAC conveys decisions on tenure appeals to the President.

By May 11

- The President makes decisions on tenure appeals, and conveys these decisions to candidates.

By May 31

- Letters are sent from the administration to candidates receiving tenure following formal approval by the Board of Trustees.

JUNE 2025

By June 1

- CPDs of tenure candidates send requests to external reviewers for letters evaluating the candidate's work, and send a list of these reviewers (with contact information including address, telephone number, and email address) to Debra Peterson, Academic Affairs Coordinator in the Office of the DOF/VPAA. *Note: although this typically has occurred by May 20 in the past, since 2020 the schedule has been modified because of the COVID-19 pandemic.*