Appointments & Tenure Committee Operating Code 2024-2025

FUNCTION (from the Faculty Handbook):

To represent the Faculty on administrative appointments and reviews and on faculty appointments, promotions related to the tenure process, and tenure, and to make recommendations on these matters to the appropriate administrative officer. The Administration shall consult ATC to determine which administrative personnel decisions the committee judges to require faculty representation. Special meetings with the President, the Dean of the Faculty/Vice President for Academic Affairs, and the Associate Dean of the Faculty (faculty affairs) may be called at the request of any of these administrative officers or the committee. At least one meeting of the joint trustee-faculty committee is held during each academic year. Revisions to some parts of Part One (Faculty Rights and Responsibilities) of the Faculty Handbook are reviewed by ATC for its recommendations prior to a faculty vote.

MEMBERSHIP (from the Faculty Handbook):

Seven faculty members with tenure, at least one each from the different divisions and no two from the same department, chosen from the ranks of Professor and Associate Professor, none of whom is on CAFR, PC, or FAB, elected to serve three-year terms.

A member who has served a full three-year term is eligible for re-election after being out of office for two years; members who complete an unexpired term or serve an interim term in place of a regularly elected member on leave are immediately eligible for re-election provided the service does not exceed one calendar year.

Members of ATC may not participate in the tenure cases of candidates in their own departments/programs and a substitution will be made by the remainder of the committee. In exceptional cases of conflict of interest, ATC may substitute one or more members for a specific case. Former ATC, PC, and CAPT members may serve as substitutes during the two-year period following a full three-year term. Substitutes may serve concurrently on cases for ATC and PC but may not be current members of CAFR, or FAB.

Members of the ATC including the ATC chair, earn one course credit release per three cases, minus cases from which a member is recused. The ATC chair has one additional full course release. The course releases may be taken during the current academic year and/or the following academic year.

CHAIR:

By the end of the fall semester, the ATC decides who the next ATC Chair will be. The next ATC Chair will typically be an ATC member who will be in their second or third year of service.

MEETING TIME:

The standard meeting time is Tuesdays and Thursdays from 9:00 am to 12:00 pm.

MEMBERS, 2024-2025:

2027 Nurcan Atalan-Helicke
2025 John Brueggemann, Sociology
2026 Jenny Day, History
2026 Sarah DiPasquale, Dance, Chair
2026 Larry Jorgensen, Philosophy
2026 Mary Odekon, Physics
2025 Marketa Wolfe, Economics

All dates refer to the 2024-2025 Academic Year, unless otherwise noted.

TENURE

Candidates are informed of the President's recommendation by March 1. Notice of the decision by the Board of Trustees to grant tenure is given on or the day before Commencement as mandated in the Faculty Handbook.

Eligibility

Guidelines related to tenure eligibility are stipulated in the Faculty Handbook, Part One, Section VIII. E. 4.

Procedures for Granting Tenure

Procedures for granting tenure are stipulated in the Faculty Handbook, Part One, Section VIII. E. 5. The following list provides additional details.

1. By May 16 the Associate Dean of Faculty (ADOF) supplies ATC with a list of next year's tenure candidates (note that this list may change).

2. In March or April, ATC meets with faculty members eligible for tenure.

3. By June 1, Chairs and Program Directors (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 in the Office of the DOF/VPAA.

4. 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 former 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 in a way that preserves the representation of all four divisions.

5. 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 Dean of Faculty/Vice President for Academic Affairs. Digital materials are uploaded to theSpring, and any (optional) hard copy materials are submitted to Debra Peterson.

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

7. By September 5, 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. Faculty on sabbatical leave shall be consulted and write letters. Faculty on leaves of absence other than sabbatical leaves and faculty appointed to full-time administrative positions, may write at their discretion. These department letters are due to Chairs and Directors on October 2. In their letter to the ATC, the candidate's chair or program director will note any exceptions to the Faculty Handbook requirement about writing letters (Faculty Handbook Part One, Article VIII, Section E, number 5, c, i).

8. By September 5, 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.

9. The ATC strongly recommends that candidates' files include at least three letters from faculty in their department or program or from other Skidmore faculty who can assess the candidates' credentials related to teaching effectiveness, scholarly or creative accomplishments, and service contributions.

10. By September 11, CPDs forward external letters reviewing tenure candidates to the Office of the DOF/VPAA office (c/o Debra Peterson).

11. By October 2, CPDs forward department letters, internal letters, and their own letters to the DOF/VPAA Office (c/o Debra Peterson).

12. 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.

13. Candidates for tenure may submit a letter on their own behalf.

14. If ATC deems it appropriate, it will request additional information. This may include information from other faculty members who have been closely associated with the

candidate and from administrative officers such as Program Directors, Associate Deans of Faculty, Director of Academic Advising, and Dean of Student Affairs, who may be in positions to offer information about a candidate's participation in interdisciplinary programs, co-curricular activities, and academic advising.

15. The Chair of ATC will ensure that the relevant materials obtained from the candidate's department chair or program director and all letters received from sources referred to above are available to ATC. The Chair of ATC will also create a file for any unsolicited letters. ATC will treat all such material as confidential.

16. ATC meets with the DOF/VPAA and the ADOF at least once before the committee votes on the cases and presents its recommendation to the administration. At this meeting, the ADOF provides his/her perspective; members of the ATC may ask questions.

17. ATC may also meet with other administrators during its deliberations.

18. ATC may meet with candidates for tenure and with department members as it deems necessary.

19. ATC will make its recommendations in writing to the President, the DOF/VPAA and the ADOF by February 15. After the ADOF and the DOF/VPAA have deliberated about ATC's recommendations, the DOF/VPAA and/or the ADOF may request to meet with the ATC, at which time, ATC, without revealing individual positions, will provide reasons for the committee's recommendations. ATC may also request an additional meeting. The President may also request a meeting with ATC to discuss its recommendations. In the event of a disagreement between the DOF/VPAA and the ATC, the DOF/VPAA and the ADOF meet with the ATC to discuss the reasons for the disagreement. In the rare instance in which the President does not concur with the recommendations of the ATC, the President will meet immediately with the ATC to offer detailed and compelling reasons for such divergence.

20. By March 1, the ADOF will notify the candidate's department Chair or program director of the ATC's and the President's tenure recommendation. Department chairs and program directors will notify the candidates immediately. Candidates who are not recommended may request a meeting with the DOF/VPAA, ADOF, and the Chair of ATC.

21. When the ATC disagrees with the unanimous or near-unanimous recommendation of a department or program, the Chair of ATC will meet with the chair of that department or director of that program, if the chair/director requests a meeting.

22. The President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees and the ATC informs the AAC of the recommendations it made to the President. The Board makes final decisions to grant tenure.

23. The ADOF will convey the decision of the Board of Trustees to the candidate and to the candidate's chair or program director on or before the Monday after Commencement.

THIRD YEAR REAPPOINTMENT

Procedures for third-year reappointment are stipulated in the Faculty Handbook, Part One, Section VIII. D. 1. a.

OTHER RESPONSIBILITIES OF ATC

1. ATC calls a meeting of new tenure-track faculty, their Department Chairs or Program Directors and the ADOF early in the spring semester to explain in detail the reappointment and tenure system at Skidmore.

2. ATC calls a meeting of newly reappointed faculty, next year's tenure candidates, their Department Chairs or Program Directors and the ADOF early in the spring semester to explain in detail the reappointment and tenure system at Skidmore.

3. ATC calls a meeting in March or April with the ADOF and the Department Chair or Program Directors (only) of newly reappointed faculty and next year's tenure candidates to discuss the tenure system at Skidmore in detail.

4. ATC reports to the faculty about matters of ongoing concern and as the need to consult or inform the faculty arises.

5. ATC reviews sections of the Faculty Handbook relating to ATC responsibilities when necessary.

6. The Chair of ATC meets at least once each year with the Academic Affairs Committee of the Board of Trustees and at the call of the Board.

7. ATC conducts an annual review of its Operating Code, Calendar, and the TAC Operating Code and distributes them to the faculty and administrative officers at the beginning of the academic year. ATC ensures that its membership, Operating Code, Calendar, and the TAC Operating Code are uploaded on its website.

8. ATC confers with the President, the DOF/VPAA, the ADOF and the Trustees on matters of common concern.

9. The Faculty Handbook Part One Section VI.A states: "Initial appointments to all ranks are made by the Dean of the Faculty/Vice President for Academic Affairs in consultation with the Department Chair and the department concerned and (where appropriate) Program Directors." For an initial appointment with tenure, following the Faculty Handbook Part One Section VIII E. 3. f. "the Dean of the Faculty/Vice President for Academic Affairs and

the hiring department/program must present the merits of the case to ATC prior to any offer being made."

10. The Chair of ATC attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee.

11. If ATC is charged by an individual with a violation of academic freedom and rights, ATC meets with CAFR and cooperates with CAFR's inquiry and investigation to the fullest extent possible.

12. ATC provides a written annual report to the faculty at the end of the academic year.

CONFIDENTIALITY

All committee discussions and documents are strictly confidential. Members of ATC shall not discuss the committee's deliberations with any member of the faculty or administration except under official circumstances (see Faculty Handbook, Part One, Section IV, Academic Freedom and Tenure).