

Appointments and Tenure Committee (ATC) OPERATING CODE 2018-2019

Members of ATC:

Michael Arnush, Classics
Kim Frederick, Chemistry
Kate Leavitt, Art
Reg Lilly, Philosophy
Daniel Nathan, American Studies, Chair
Mary Crone Odekon, Physics
Saleema Waraich, Art History

FUNCTION: To represent the faculty on administrative appointments and reviews and on faculty appointments, promotions to associate professor, tenure, and termination of service, and to make recommendations on these matters to the appropriate administrative officer. The ATC or its chair meets at least once each academic year with the Academic Affairs Committee of the Board of Trustees. Revisions to some parts of Part One, Faculty Rights and Responsibilities, of the Faculty Handbook are reviewed by the ATC for its recommendations prior to a faculty vote.

MEMBERSHIP: Seven faculty members with tenure, each from a different department and at least one from each division chosen from the ranks of professor and associate professor, none of whom is on the Promotions Committee (PC), Committee on Academic Freedom and Rights, the Faculty Advisory Board, and the Tenure Review Board, elected to serve three-year terms. Members of ATC may not participate in the ATC's discussion of tenure cases of candidates in their own departments; replacements for such cases will be selected from recent members of ATC and the Tenure Review Board. The first eligible faculty member will be chosen from a list beginning with the most recent past members of the named groups (eligible replacements must have reviewed at least one case).

All dates refer to the 2018-2019 Academic Year (unless otherwise noted)

TENURE

Candidates are informed of the President's recommendation by March 1, 2019. 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

1. Only full-time members of the teaching faculty and those in shared positions (a.k.a. shared appointments) may be considered for tenure.
2. Full-time members of the teaching faculty, who are at the rank of assistant professor or above and who are in their sixth year of full-time service at Skidmore, shall be candidates for tenure.
3. Faculty members in shared positions will be considered for tenure individually but usually simultaneously as early as their sixth year or as late as their ninth year of service at the College.
4. Faculty members who were appointed at the time of hire to the rank of associate or full professor, without prior tenure, may choose to become candidates for tenure in their fifth year of service at Skidmore.
5. Faculty members appointed at the time of hire to the rank of associate or full professor with tenure at their previous institution may choose to be considered for tenure as early as the fall term of their second year of service as faculty members at Skidmore.
6. The status of tenure consideration of faculty members appointed at the time of hire as Chair of a department will be determined by their rank at the time of appointment and whether or not they had prior tenure.

Procedures for Granting Tenure

1. By April 23 the Associate Dean of Faculty (ADOF) supplies ATC with a list of current faculty members eligible for tenure in 2018-2019 with dates pertaining to length of service and status.
2. In March or April, ATC will meet with faculty members eligible for tenure. By August 31, candidates for tenure will submit names of referees at Skidmore (outside their Departments or Programs) to ATC. ATC will also consult full-time faculty members (and those with shared appointments) in the candidate's department and/or ID program (in the ranks defined in Part One, Article VI, Sections A and E.2b) who are in at least their third year of full-time service at Skidmore. ATC will also contact program directors indicated by the candidates, and other individuals as deemed appropriate.
3. By May 18, Chairs of tenure candidates will send letters to referees outside the college community suggested by the candidate requesting their evaluation of the candidates' professional work.
4. By September 5, ATC will send letters requesting information and recommendations to the persons in the Skidmore community suggested by the candidate requesting their

evaluation of the candidate's professional work. Similar letters will also be sent to the chair of the appropriate department and to those full-time faculty members (and those with shared appointments) in the candidate's department and/or ID program (in the ranks defined in Part One, Section VI.A and E.2b) with the exception of those faculty holding full-time administrative appointments) who are in at least their third year of full-time service at Skidmore. Individuals writing letters are directed to Faculty Handbook, Part One, Section VIII. A. and E.) ATC informs those persons writing letters that "the candidate may have access to your letter after the tenure decision is made. Members of the Tenure Review Board may have access if the candidate petitions for review of a negative recommendation, and the candidate's advocate may have access in the event that a review of a negative recommendation by ATC is granted. In addition, the Committee on Academic Freedom and Rights (CAFR), the Assistant Director for Equal Employment Opportunity and Workforce Diversity (ADEWD), and the Faculty Advisory Board (FAB) may also have access if a charge of violation of academic freedom and rights or a violation of anti-harassment policies requires it."

5. By September 5, ATC will send a list of candidates for tenure to the President, with copies to the Dean of Faculty and Vice President for Academic Affairs (DOF/VPAA) and the ADOF.
6. By September 5, ATC will request that the candidate's department chair or, if the candidate's appointment is 100% in an ID Program, the ID Program Director (or ID Program Personnel Committee Chair if the Director is the candidate) or, if the candidate's appointment is shared between departments or ID Programs, the department Chair and the Program Director(s) (or PPC Chair if the Director is the candidate) provide letters that assess the candidate's credentials related to teaching effectiveness, professional accomplishment, and college service from the perspective of both an individual colleague and as department chair or ID Program Director.

Individuals writing letters of evaluation shall clearly state whether they do or do not recommend tenure, and why, according to the criteria for continued service in the Faculty Handbook, Part One, Section VIII.

ATC also requests from the ADOF and the chairs of the departments concerned clear printouts of the all-College teaching evaluation summaries and departmental long form teaching evaluations for each semester and copies of the annual reports of activities.

7. If ATC deems it appropriate, it will request 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.
8. If ATC deems it appropriate, it might gather further information regarding the scholarship of tenure and promotion candidates using on-line resources.
9. Candidates for tenure may submit a letter on their own behalf.

10. The Chair of ATC will prepare for each tenure candidate a folder containing relevant materials obtained from the candidate's department chair and all letters received from sources referred to above. The Chair of ATC is responsible for ensuring those folders are complete insofar as the requested information is available. The Chair of ATC will also create a file for any unsolicited letters. ATC will treat all such material as confidential, and the Chair will deposit these folders in the ATC Reading Room with instructions strictly to preserve their security.
11. Within seven days of ATC's deadline for receipt of the chair's and the faculty's recommendations, the Chair of ATC will send the tenure candidates a list of names of those who have written unsolicited letters about the candidates.
12. Each member of ATC will read confidential folders of all candidates for tenure in preparation for the committee's deliberations.
13. ATC will consider its recommendations during the period from September 1 through February 15. The committee 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.
14. ATC may also meet with other administrators during its deliberations.
15. ATC may meet with candidates for tenure and with department members as it deems necessary.
16. 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.
17. On or before March 1, the ADOF will notify the candidate's department chair of the ATC's and the President's tenure recommendation. Department chairs will notify the candidates immediately. Candidates who are not recommended may request a meeting with the ADOF and the Chair of ATC.

18. When the ATC disagrees with the unanimous or near-unanimous recommendation of a department, the Chair of ATC will meet with the chair of that department, if the department chair requests a meeting.
19. 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.
20. The ADOF will convey the decision of the Board of Trustees to the candidate and to the candidate's chair on or before the Monday after Commencement.

REAPPOINTMENT: Third Year

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

1. If a department regards the appointee as a candidate for reappointment, it must submit its recommendation, positive or negative, with supporting evidence to the ADOF on or before January 9 of the appointee's third year. This evidence must include a cover letter from the chair and letters from full-time faculty and those holding shared appointments in the department or ID program concerned (in the ranks defined in Part One, VI. A and E.2b) who are in at least their third year of full-time service at Skidmore, and (where appropriate) program directors.
2. The ADOF must decide by February 5 whether to recommend to the DOF/VPAA a further three-year contract or termination of the individual's service. The ADOF shall base this recommendation on the evidence submitted by the candidate's department, and on the standards of excellence the ADOF maintains for the faculty as a whole.
3. The ADOF will report reappointment decisions to ATC by February 5.
4. If a disagreement occurs between the recommendations of the department and the ADOF, ATC will review the candidate's file and make a third recommendation to the DOF/VPAA by February 26.
5. The DOF/VPAA shall make the decision whether or not to follow the recommendation in all cases presented. The ADOF will communicate the decision to the candidates and their department chairs. The ADOF shall offer further three-year contracts to successful reappointment candidates by March 1.
6. A candidate for reappointment to whom a further three- year contract is not offered in the third year shall receive written notice of a terminal one-year appointment from the ADOF by March 1.

OTHER RESPONSIBILITIES OF ATC

1. ATC calls a meeting of new members of the faculty on the traditional tenure clock 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 new members of the faculty on an accelerated tenure clock and their chairs 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 with the ADOF and the chairs (only) of newly reappointed faculty and of 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. 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.
8. ATC confers with the President, the DOF/VPAA, the ADOF and the Trustees on matters of common concern.
9. ATC attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee.
10. 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.
11. ATC makes an annual report, in writing, 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).