

Appointments & Tenure Committee (ATC) Calendar 2019-2020
All dates refer to the 2019-2020 Academic Year (unless otherwise noted)

JULY

During the Month of July

- Chair sends ATC Calendar, ATC Operating Code, and TAC Operating Code to Office of the Dean of Faculty and Vice President for Academic Affairs (DOF/VPAA) for inclusion in department chairs' handbook.

AUGUST

Deadlines for August

August 30, 4.30pm

- Candidates for tenure submit materials in evidence of teaching effectiveness to the Office of the DOF/VPAA.
- Candidates for tenure submit materials in evidence of professional and service accomplishment to the Office of the DOF/VPAA.

SEPTEMBER

During the Month of September

- The Chair distributes ATC Calendar, ATC Operating Code, and TAC Operating Code to the faculty.
- As first order of business, ATC reviews file of a faculty member denied consideration as a candidate for third-year reappointment when the ADOF and the department disagree after reconsideration. ATC makes a third recommendation to the DOF/VPAA as soon as possible, and no later than September 25.
- 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 DOF/VPAA and ADOF about administrative appointments/reviews anticipated in the year ahead. (Any review must be initiated no later than November 1, as stipulated in the Faculty Handbook.)
- Candidates for tenure submit names of referees inside the Skidmore community to the chair of ATC.
- ADOF informs ATC of any special arrangements regarding chairs or personnel committees in tenure cases.

Deadlines for September

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.

- The Chair of ATC requests letters from chairs, full-time faculty members (and those holding shared appointments) in the candidate's department (in the ranks defined in Part One, V Categories of Appointments to the Faculty, Topic A, Tenure Track Appointments and E.2.b. Artist or Writer-in-Residence) in at least their third year of full-time service at Skidmore College, program directors (where appropriate), and other individuals deemed appropriate (due September 24).
- The Chair of ATC requests letter from chairs and/or program directors reporting the department's or program's evaluation of the tenure candidate (due September 24).
- The Chair of ATC sends letters to referees invited by the candidate from inside the College requesting information about candidates for tenure.

September 10

- Letters on behalf of tenure candidates due from external referees.

September 24

- Letters on behalf of tenure candidates due from departmental colleagues, program directors (as appropriate), and other individuals deemed appropriate.
- Letters from internal Skidmore referees due to the ATC and DOF/VPAA.
- Faculty members appointed to committee to review an administrative officer to begin consultation with the President, the officer being reviewed, and the Faculty Executive Committee.

OCTOBER

During the Month of October

- ATC deliberations on tenure candidates commence and continue to February 14, 2020.

Deadlines for October

October 1

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

October 15

- As soon as possible, and in no case later than October 15, the DOF/VPAA announces to the department a decision relative to any faculty member denied consideration as a candidate for third-year reappointment by the department when the ADOF and the department have continued to disagree after departmental reconsideration of the case.

JANUARY 2020

Deadlines for January

January 10

- Recommendations for reappointment due from departments to the ADOF.

FEBRUARY

During the Month of February

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

Deadlines for February

February 5

- ADOF will report reappointment decisions to ATC.

February 14

- ATC makes tenure recommendations to President with a copy to DOF/VPAA and ADOF.

February 14

- ADOF makes recommendations to the DOF/VPAA on third-year reappointments.
- ADOF reports to ATC on third-year reappointment recommendations.

February 25

- 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.

February 28

- ADOF notifies department chairs/program directors regarding tenure recommendations; department chairs/program directors immediately notify tenure candidates.

MARCH AND APRIL

During March or April

- ATC meets with next year's tenure candidates and newly reappointed faculty and their chairs.

Deadlines for March

March 20

- Petition for tenure review due to Tenure Review Board (TRB).

Deadlines for April

April 1

- Faculty eligible to stand for tenure in the next academic year declare their candidacy to the DOF office.

April 3

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

April 17

- If the TRB determines a tenure case should be reassessed, the candidate submits relevant materials to TAC (ATC + TRB).

April 20 (must be concluded by May 1)

- TAC deliberations (can include meeting with candidate).

April 24

- ADOF delivers list of next year's tenure candidates to ATC.
- ATC sends letter to tenure candidates with list of due dates.

MAY

During the Month of May

- ATC meets with department chairs and program directors at end-of-year retreat to discuss procedures and criteria for tenure.
- Oral reports from committees undertaking administrative reviews due to ATC.

Deadlines for May

May 1

- TAC conveys decision on tenure appeal to President.

May 11

- President makes decision on tenure appeal; conveys decision to candidate.

May 20

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