

Overview of the Tenure Process

Spring 2023

Contacts:

- Appointments & Tenure Committee (ATC)
Winston Grady-Willis, Chair 2022-2023
Marketa Wolfe, Chair 2023-2024
- Michael Orr, Dean of the Faculty/Vice President for Academic Affairs*
- Pat Fehling, Associate Dean of the Faculty for Infrastructure and Faculty Affairs
- Aaron Kendall, Learning Experience Designer (LEDS)
- Debra Peterson, Academic Affairs Coordinator, Office of the DOF/VPAA

*Dorothy Mosby will begin her appointment as DOF/VPAA in June 2023.

Outline

- Appointments & Tenure Committee
- Criteria for Tenure
- Preparing a Tenure File
- Key Dates
- General Suggestions/Advice
- Questions/Discussion

Appointments & Tenure Committee (ATC)

2022-2023

Erica Bastress-Dukehart, History
John Brueggemann, Sociology
Winston Grady-Willis, Black Studies, **Chair**
Ela Lepkowska-White, Management & Business
Reg Lilly, Philosophy
Leigh Wilton, Psychology
Marketa Wolfe, Economics

2023-2024

John Brueggemann, Sociology
Jenny Day, History
Sarah DiPasquale, Dance
Larry Jorgensen, Philosophy
Mary Crone Odekon, Physics
Leigh Wilton, Psychology
Marketa Wolfe, Economics, **Chair**

ATC Description, Operating Code, Calendar, and Presentations

<https://www.skidmore.edu/committees/atc/index.php>

Criteria for Tenure

“Decisions to reappoint, tenure, or promote faculty members are based on the quality of their credentials in three areas: performance as teachers, achievement as scholars or artists, and contribution to the welfare of the college community beyond the classroom. Teaching of high quality is paramount and the primary criterion. ” *Faculty Handbook*, page 113

Skidmore College *Faculty Handbook*

https://www.skidmore.edu/dof-vpaa/handbooks/faculty_handbooks/faculty-handbooks.php

We will briefly look at the section “Evaluation of Faculty for Continued Service and Advancement in Rank” on pages 112-117

Department or Program Guidelines

Be sure to discuss these with your department chair or program director.

Preparing a Tenure File

<https://www.skidmore.edu/dof-vpaa/forms/index.php>

Under Tenure-Promotion Forms/Guidelines

- **Guidelines on Assembling Materials for Tenure**
- **Procedures for Creation and Maintenance of Faculty Academic Portfolios**
- **Templates for Requesting External, Internal and Department/Program Letters - Tenure**

Key Dates: Third-Year Reappointment

- January 15: Department/Program recommendations due to the ADOF
- March 1: Deadline for the DOF/VPAA to offer new contracts.

ATC makes a recommendation only if the recommendations from the Department/Program and ADOF are different.

See *Faculty Handbook*, p. 119-120 and Department/Program Procedures

Key Dates: Tenure

- April 1: Deadline for deciding to come up for tenure early in cases in which candidates have previous years of experience at another institution or in a non-TT position at Skidmore.
- May 15: Deadline for requesting tenure clock extension for childbirth, adoption, or personal hardship. (Note: the deadline may be more fluid for Covid-related extensions.)
- June 1: Deadline for requesting letters from reviewers outside the department.
- August 31: Tenure dossier from candidates due at **4:30pm**.
- October 2: Department/Program letters due to DOF/VPAA Office.
- March 1: Deadline for ADOF to notify Chairs and Program Directors regarding tenure recommendations; chairs and program directors immediately notify tenure candidates.

(These dates apply to the 2023-2024 academic year.)

See *Faculty Handbook* pages 124-139, Department/Program Procedures, and the ATC Calendar.

General Suggestions/Advice

- Start your dossier any time and add to it – e.g. keep a document with your service activities.
- Document your development, as well as any special challenges, in your Annual Reports. Use these reports to help you remember what to highlight in your tenure dossier.
- Peer evaluation can provide additional useful information on your progress as a teacher. Consider partnering with another faculty member to visit each other's classes.
- Begin considering possible external evaluators early.
- Reach out to department colleagues, ATC, the DOF/VPAA Office, and other faculty across the College with questions regarding tenure.
- Note that department chairs/program directors are obligated to provide annual letters to pre-tenure faculty.
- Construct your file to highlight your career trajectory as a teacher/scholar/citizen. Everyone is different.

Questions/Discussion