

Overview of the Tenure Process

Spring 2022

Contacts:

- Appointments & Tenure Committee (ATC)
 - Sara Lagalwar, Chair 2021-2022
 - Winston Grady-Willis, Chair 2022-2023
- Michael Orr, Dean of the Faculty/Vice President for Academic Affairs
- Pat Fehling, Associate Dean of the Faculty for Infrastructure and Academic Affairs
- Aaron Kendall, Learning Experience Design & Digital Scholarship Support (LEDS)
- Debbie Peterson, Academic Affairs Coordinator, Office of the DOF/VPAA

Outline of the meeting

- The Appointments & Tenure Committee
- Criteria for tenure
- Preparing a tenure file
- Key dates
- General Suggestions/Advice
- Questions/Discussion

The Appointments & Tenure Committee (ATC)

2021-2022

Sarah Day-O'Connell, Music
Winston Grady-Willis, Black Studies
Kate Greenspan, English
Matthew Hockenos, History
Sara Lagalwar, Neuroscience, **Chair**
Ela Lepkowska-White, Management & Business
Rachel Roe-Dale, Mathematics & Statistics

2022-2023

John Brueggemann, Sociology
Winston Grady-Willis, Black Studies, **Chair**
Reg Lilly, Philosophy
Ela Lepkowska-White, Management & Business
Rachel Roe-Dale, Mathematics & Statistics
Sonia Silva, Anthropology
Marketa Wolfe, Economics

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**
- **Instructions for External Letter Writers - Tenure**

Key Dates: Third-year Reappointment

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

ATC makes a recommendation only if the recommendations from the Department 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 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*.
- June 1: Deadline for requesting letters from reviewers outside the department.
- August 31: Tenure dossier from candidates due at **4:30pm**.
- October 1: 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 2022-2023 academic year.)

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

There is also a process for appealing a negative tenure decision. Details are in the Faculty Handbook and the ATC Calendar.

*including Covid-19

General Suggestions/Advice

- Start your dossier any time and add to it – e.g. keep a document with your service activities.
- Document your development and 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 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