

Overview of the Tenure Process

Spring 2021

Contacts:

- Appointments & Tenure Committee (ATC)
 - Mary Crone Odekon, Chair 2020-2021
 - Sara Lagalwar, Chair 2021-2022
- 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)
- Sue Blair, Senior Administrative Coordinator in the 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)

2020-2021

Kim Frederick, Chemistry
Mary Crone Odekon, Physics, Chair
Saleema Waraich, Art History
Matthew Hockenos, History
Sara Lagalwar, Neuroscience
Ela Lepkowska-White, Management & Business
Winston Grady-Willis, Black Studies

2021-2022

Matthew Hockenos, History
Sara Lagalwar, Neuroscience, Chair
Ela Lepkowska-White, Management & Business
Winston Grady-Willis, Black Studies
Kate Greenspan, English
Rachel Roe-Dale, Mathematics & Statistics
Sonia Silva, Anthropology

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 the following year based on including years at a previous 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.
- October 1: Department/Program letters and 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 2021-2022 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.

General Suggestions/Advice

- You can start your dossier any time and keep adding to it – e.g. keep a document with your service activities.
- You can think of your Annual Report as a place to include reflections on your development and any special challenges that year. This will help you remember things you would like to highlight in your tenure dossier.
- Peer evaluation can provide additional useful information on your progress as a teacher. One strategy can be to pair up with another faculty member and visit each other's classes.
- It is never too early to think about possible external evaluators.
- Feel free to reach out to department colleagues, ATC, the DOF Office, and other faculty across the College.
- Note that Department Chairs/Program Directors are obligated to provide annual letters to pre-tenure faculty.
- We want to understand your particular profile as a teacher/scholar/citizen and your career trajectory. Everyone is different.

Questions/Discussion