

Overview of the Tenure Process

Spring 2024

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Contacts

- Appointments & Tenure Committee (ATC)

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**

2024-2025

Nurcan Atalan-Helicke, Environmental Studies and Sciences

John Brueggemann, Sociology

Jenny Day, History

Sarah DiPasquale, Dance, **Chair**

Larry Jorgensen, Philosophy

Mary Crone Odekon, Physics

Marketa Wolfe, Economics

- Dorothy Mosby, 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

Key Documents

- [Faculty Handbook](#) (On DOF-VPAA website)
- Department or Program guidelines (In the departments or programs)
- [Procedures for Creation and Maintenance of Faculty Academic Portfolios](#) (On DOF-VPAA website)
- [Guidelines on Assembling Materials for Tenure](#) (On DOF-VPAA website)
- [ATC Calendar](#) (On ATC website)
- [Templates for Requesting External, Internal and Department/Program Letters](#) (On DOF-VPAA website)
- [ATC Operating Code](#) (On ATC website)
- [ATC Presentation](#) (On ATC website)

Criteria for Tenure

- **Faculty Handbook**
 - The most relevant pages are 112-117 and 124-130 in Part One Section VIII “Evaluation of Faculty for Continued Service and Advancement in Rank.”
 - *“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.”* (Page 113)
- **Department or Program Guidelines**
 - Be sure to discuss these with your Department Chair or Program Director.

Preparing a Tenure File

- [Procedures for Creation and Maintenance of Faculty Academic Portfolios](#) (On DOF-VPAA website)
- [Guidelines on Assembling Materials for Tenure](#) (On DOF-VPAA website)

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 the Faculty Handbook (pages 119-120) and Department/Program Procedures.
- Following the Faculty Handbook (page 124), faculty might stand for reappointment earlier.

Key Dates: Tenure

- Dates for the 2023-2024 academic year:
 - April 1: Deadline for deciding to stand for tenure early in cases in which candidates have previous years of experience at another institution or in a non-tenure track position at Skidmore.
 - May 15: Deadline for requesting tenure clock extension for childbirth, adoption, or personal hardship.
 - June 1: Deadline for requesting external reviewer letters.
 - August 31: Tenure dossier from candidates due in the Spring at **4:30pm**.
 - September 11: External letters due to DOF/VPAA Office.
 - October 2: Department/Program letters and internal letters due to DOF/VPAA Office.
 - March 1: Deadline for ADOF to notify Department Chairs and Program Directors regarding tenure recommendations. Department Chairs and Program Directors immediately notify tenure candidates.
- See Faculty Handbook pages 124-139, Department/Program Procedures, and the ATC Calendar.

General Suggestions/Advice

- Start your tenure dossier any time and add to it. For example, keep a document with your service activities.
- Construct your tenure dossier to highlight your career trajectory as a teacher/scholar/citizen. Everyone is different.
- 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.
- Note that Department Chairs/Program Directors are obligated to provide annual letters to pre-tenure faculty.
- 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 reviewers early.
- Reach out to Department/Program colleagues, ATC, the DOF/VPAA Office, and other faculty across the College with questions regarding tenure.

Questions/Discussion