

Overview of the Tenure Process

Spring 2026

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Contacts

- Appointments & Tenure Committee (ATC)

2025-2026

Nurcan Atalan-Helicke, Environmental Studies and Sciences

Jenny Day, History

Sarah DiPasquale, Dance

Larry Jorgensen, Philosophy, **Chair**

Sang-Wook Lee, Art

Jennifer Mueller, Sociology

Mary Crone Odekon, Physics

2026-2027

Nurcan Atalan-Helicke, Environmental Studies and Sciences

Beck Krefting, American Studies

Sara Lagalwar, Neuroscience

Sang-Wook Lee, Studio Art

Jennifer Mueller, Sociology, **Chair**

Mason Stokes, English

Casey Schofield, Psychology

- Natalie Taylor, Interim Dean of the Faculty/Vice President for Academic Affairs
- Oscar Perez Hernandez, 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)
- [Tenure and Promotion Forms and Guidelines](#) (On DOF-VPAA website)
 - [Procedures for Creation and Maintenance of Faculty Academic Portfolios](#) (On DOF-VPAA website)
 - [Guidelines on Assembling Materials for Tenure](#) (On DOF-VPAA website)
 - [Templates for Requesting External, Internal and Department/Program Letters](#) (On DOF-VPAA website)
 - [Procedures for Counting Years of Service](#) (On DOF-VPAA website)
- [ATC Information](#)
 - [ATC Calendar](#) (On ATC website)
 - [ATC Operating Code](#) (On ATC website)
 - [ATC Presentation](#) (On ATC website)

Criteria for Tenure

- **Faculty Handbook**
 - The most relevant pages are 110-116 and 118-125 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”* (p. 111).
 - Full description of each of these criteria is given in the *Faculty Handbook*, pp. 112-116.
- **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 (pp. 116-118) and Department/Program Procedures.
- Following the Procedures for Counting Years of Service, some faculty might stand for reappointment in their second year.

Key Dates: Tenure

- Dates for the 2025-2026 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.
 - **May 31:** 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 118-125, Department/Program Procedures, and the ATC Calendar.

General Suggestions/Advice

- **Dossier Suggestions:**
 - Start your tenure dossier any time and add to it. For example, keep a document with your service activities.
 - Construct your tenure dossier to develop a narrative about your unique career trajectory as a teacher/scholar/citizen. Everyone is different.
 - Organize your dossier to intentionally highlight the evidence that matters most to your narrative. Avoid the “data dump.”
 - Begin considering possible external reviewers early.
- **Annual Reports and Letters:**
 - Use your Annual Reports to document your development as well as any special challenges and 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.
- **Mentoring Suggestions:**
 - 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.
 - Reach out to Department/Program colleagues, ATC, the DOF/VPAA Office, and other faculty across the College with questions regarding tenure.

Questions/Discussion