PROMOTIONS COMMITTEE CALENDAR 2022-23

All dates refer to the 2022-23 academic year. Key dates for promotion candidates and their departments/programs are in red.

The deadlines listed below concern the submission of information and materials to PC and the committee's procedures in fulfilling its charge. PC deadlines may not be extended. A promotion candidate's C/PD/PPC chair may set earlier deadlines for the submission of files and/or letters (from external referees, internal referees, and/or department/program members) in order to facilitate planning and procedures within their department/program.

Acronyms:

ADOF = Associate Dean of the Faculty with responsibilities for tenure-track personnel
C/PD/PPC = department chair, program director, or program personnel committee
DOF/VPAA = Dean of the Faculty/Vice President for Academic Affairs
LEDS = Learning Experience Design and Digital Scholarship Support
PC = Promotions Committee

SUMMER 2022

- Letters from external referees (individuals outside the College) and/or internal referees (Skidmore colleagues outside the candidate's department/program) may be solicited by eligible candidates for promotion and/or their Chairs/Program Directors/PPC chairs. External letters are due to the Office of the DOF/VPAA by December 2; internal letters are due to the Office of the DOF/VPAA by January13, 2023.

By the third week of August 2022
- The Chair of PC re-distributes the PC Operating Code and Calendar to the faculty, with copy to the ADOF and the DOF/VPAA, and reminds the faculty of the upcoming deadline for notifying the ADOF of intent to stand for promotion.

SEPTEMBER 2022

September 9
- Eligible faculty members who wish to stand for promotion notify the ADOF of their intentions in writing, with copy to the Chair/Director of the candidate's department/program. The ADOF forwards this information to the Chair of PC. This deadline may not be extended.

September 14
- Each candidate who has notified the ADOF of their intent to stand for promotion is sent a written confirmation by the Chair of PC, with copy to the Chair/Director of the candidate's department/program, the ADOF, and the DOF/VPAA. This letter reiterates the early December deadline for the submission of promotion files and external letters, as

well as the January deadline for submission of department/program and internal letters[1]. This letter also refers recipients to relevant sections of the Faculty Handbook (Part One, Article VIII, Sections A and F).

By the third week of September
- The Chair of PC announces the date of an informational meeting about promotion criteria and procedures to be held in late September or early October.
- The ADOF informs the Chair of PC of any special arrangements regarding chairs, program directors, or program personnel committees in promotion cases.

By the end of September
- The DOF/VPAA calls for nominations for endowed chairs (if any chairs are available for the coming year).

OCTOBER 2022

By the second week of October
- PC, along with the DOF/VPAA and ADOF, holds an informational meeting for prospective candidates for promotion, chairs/program directors/PPC chairs, and all other interested parties. The purpose of the meeting is to discuss promotion criteria and procedures.
- The Chair of PC makes arrangements to replace any member(s) of PC who will be recused because a candidate is a member of their department; because the committee member expects to submit an internal letter for a candidate; or because the committee member is a promotion candidate. If the Chair of PC will be recused from a case, the remaining members of PC choose another committee member to serve as a substitute Chair and to identify a replacement member for the case in question. The replacement procedure is detailed in the PC Operating Code (under "Membership"). The Chair (and/or substitute Chair) of PC report(s) such arrangements to the ADOF and to the staff person in the Office of the DOF/VPAA responsible for making candidates' files and letters available to PC.

By the end of October
- Letters of nomination for endowed chairs are due to the DOF/VPAA (if any chairs are available for the coming year).

NOVEMBER 2022

- PC considers candidates for endowed chairs proposed by the DOF/VPAA in consultation with the ADOF, the prospective appointees' departments/programs, and any other faculty or staff deemed sufficiently relevant by the DOF/VPAA, the ADOF, or PC.

DECEMBER 2022

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[1] Note that individual departments and programs may set earlier deadlines for receipt of these letters.

December 2

- Candidates for promotion submit materials via theSpring in evidence of teaching effectiveness, scholarly/creative accomplishments, and service contributions. At 4:30 p.m. on this date, the PC's copies of candidates' files on theSpring will be generated by a designated staff person in LEDS. No materials may be added to files after this time except in cases of clerical oversight or technical error.
- Candidates are responsible for arranging access to their files on theSpring by eligible department/program members. Guidelines are provided in the document "Procedures for Creation and Maintenance of Electronic Faculty Academic Portfolios," available on the DOF/VPAA web page (www.skidmore.edu/dof-vpaa[2]) and in the C/PD Handbook. Access to files on theSpring by members of PC is handled by the Office of the DOF/VPAA. The designated staff person for assistance with theSpring is Aaron Kendall in LEDS.
- Before 4:30 p.m., the candidate's C/PD/PPC chair delivers electronic copies of all solicited external letters to Debbie Peterson in the Office of the DOF/VPAA. These letters will be posted to theSpring in mid-January 2023, following the receipt of the departmental and internal letters. PC members may read the external letters at the DOF/VPAA office prior this posting.

By December 7

- Each candidate who has submitted a file is sent a written notice by the Chair of PC stating that they are officially a candidate for promotion, with copy to the Chair/Director of the candidate's department/program, the ADOF, and the DOF/VPAA.

By December 9

- The Chair of PC requests department/program letters from Chairs/Program Directors/PPC chairs (or their designees as specified in the PC Operating Code) that assess promotion candidates' credentials related to teaching effectiveness, scholarly/creative accomplishments, and service contributions. The Chairs/Program Directors/PPC chairs are responsible for soliciting letters from all faculty eligible to be consulted and to write letters regarding the candidate.

By first week of December

- At the faculty meeting, the DOF/VPAA announces appointments to endowed chairs (if any chairs are available for the coming year).

JANUARY 2023

January 13

- Before 4:30 p.m., the candidate's C/PD/PPC chair delivers electronic copies of all department/program letters and solicited internal letters to Debbie Peterson in the Office of the DOF/VPAA, who makes them available to PC within five working days.

By January 20

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[2] See Committee Information/Promotions Committee/Assembling Materials for Promotion Guidelines

- If PC has received any unsolicited external and/or internal letters for a candidate, the Chair of PC sends the candidate a list of the unsolicited letter writers' names.

APRIL 2023

By April 21
- PC makes its recommendations to the President, the DOF/VPAA, and the ADOF. (N.B. The DOF/VPAA office would appreciate receiving PC's recommendations before this deadline if at all possible, to ease the burden of preparing for the May meeting of the Trustees.)

MAY 2023

- The President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees. The PC informs the AAC of the recommendations it made to the President. The ADOF informs each candidate's C/PD/PPC chair of the recommendation made by the President to the AAC regarding the candidate. The C/PD/PPC chair notifies the candidate immediately.
- Candidates receive letters from the DOF/VPAA following the May meeting of the Board of Trustees.
- The incoming Chair of PC announces the deadlines for the next academic year for intent to stand for promotion; promotion files and external letters; and department/program letters and internal letters.
- The incoming Chair of PC distributes the Operating Code and Calendar for the next academic year to the faculty, with copy to the ADOF, the DOF/VPAA, and the President.