

TENURE APPEAL COMMITTEE OPERATING CODE 2008-2009

FUNCTION:

To review a negative tenure recommendation at the request of the Tenure Review Board.

MEMBERSHIP:

The six members of the CAPT plus the three members of the Tenure Review Board. No member of the Tenure Appeal Committee may sit for the review of a candidate in his or her own department. The Faculty Executive Committee will provide replacements for such reviews as needed.

PROCEDURES OF THE TENURE APPEAL COMMITTEE:

1. The Chair of the CAPT shall preside over appeal proceedings.
2. The Tenure Appeal Committee shall conduct a review only once.
3. The Tenure Appeal Committee shall have access to the written information made available to the CAPT in its original deliberations and any additional material supporting the case. Additional materials must be submitted by March 6 (deadlines mandated by Faculty Handbook: no sooner than February 15, no later than March 15).
4. Members of the Tenure Appeal Committee shall be bound by the same rules of confidentiality as govern the CAPT.
5. The candidate may designate an advocate to present testimony to the tenure appeal committee.
 - a. The advocate may be a person in the candidate's department, the candidate's chair, a Skidmore faculty member outside the department, or someone outside the college. The advocate may not be an attorney.
 - b. At his/her request, the advocate shall be informed of the reasons for the negative recommendation by CAPT and/or the Vice President for Academic Affairs at a joint meeting with the Vice President for Academic Affairs (VPAA), the Dean of the Faculty (DOF), the Chair of CAPT, and the candidate.
 - c. The advocate, in the presence of the candidate, has the right of access to, but may not photocopy, the written materials available to CAPT in its original deliberations.
 - d. Whenever testimony is given by the candidate or the advocate, both shall be present.
6. The Tenure Appeal Committee may consult with the VPAA, the DOF, or members of the candidate's department at any time.

7. The operating procedures to be followed by the Tenure Appeal Committee will be made available to the candidate well in advance of the proceedings.
8. The Tenure Appeal Committee shall convey its written recommendation to the President upon completing its deliberation with a copy sent to the VPAA and the DOF.
9. The President shall convey the result of the review and his/her recommendation in a letter to the candidate, and shall state therein, to the degree possible, the reasons for recommending or not recommending tenure. The letter shall be sent within 10 days of receipt of the Appeal Committee's recommendations, with a copy to the Appeal Committee.
10. After the President has communicated his/her decision to the candidate, the candidate has the right of access to, but may not photocopy, the written materials available to TAC. The DOF and VPAA will also then have access to those written materials.
11. The President will make recommendations to the Board of Trustees at its next meeting. The Board makes final decisions on tenure.