NTT PROMOTIONS CALENDAR 2025-26

The deadlines listed below concern the submission of information and materials to the Office of the DOF, as well as relevant DOF procedures. These 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 in order to facilitate planning and procedures within their department/program.

Acronyms:

- ADOF = Associate Dean of the Faculty with responsibility for NTT personnel [David Cohen]
- C/PD/PPCC = department chair, program director, or program personnel committee chair
- CBA = Collective Bargaining Agreement between SEIU Local 200United Non-Tenure Track Faculty and Skidmore College, March 19, 2025-May 31, 2027
- DOF/VPAA = Interim Dean of the Faculty/Vice President for Academic Affairs [Natalie Taylor]
- LEDS = Learning Experience Design and Digital Scholarship Support [Aaron Kendall]

SUMMER 2025

- Letters from Skidmore colleagues outside the candidate's department/program may be solicited by eligible candidates for promotion and/or their C/PD/PPCC. These letters are due to the Office of the DOF/VPAA by January 10. Unless stipulated in the department/program's personnel policies, such letters are not required.

SEPTEMBER 2025

- September 6

  Eligible non-TT faculty members who wish to stand for promotion notify the ADOF of their intentions in writing, with copy to the C/PD/PPCC. This deadline may not be extended.

- September 11

  Each candidate who has notified the ADOF of their intent to stand for promotion is sent a written confirmation, with copy to the C/PD/PPCC and the DOF/VPAA. This letter reiterates all deadlines and refers recipients to relevant sections of the Faculty Handbook and the CBA.

- September 30

  The candidate will arrange for fall semester teaching observations. Observations should occur before December 2.

OCTOBER 2025

- October 1

  The candidate submits an e-portfolio in theSpring containing materials in evidence of teaching effectiveness, service contributions, and, if relevant, scholarly/creative accomplishments.

Candidates are responsible for arranging access to their electronic files 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) and in the C/PD Handbook.

DECEMBER 2025

- December 19

  Eligible members of the department share with the C/PD/PPCC their assessments of the candidate's file as it relates to the evaluative criteria for promotion set forth in the CBA, Section XXIV(10); this may be done either through the submission of individual letters to the C/PD/PPCC or through a collective meeting in which the candidate is not present.

JANUARY 2026

- January 10

  - Before 4:30 p.m., the candidate's C/PD/PPC chair delivers an electronic or hard copy of the department/program recommendation regarding promotion to the ADOF. This takes the form of a consensus letter that summarizes (1) the department's or program's overall recommendation, positive or negative; and (2) the evidence supporting the recommendation. The letter should also explain any internal personnel procedures that guided the review process.

  - By 4:30 p.m. on this date, the candidate's file on theSpring will be copied for the ADOF 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.

  - Letters from Skidmore colleagues outside the candidate's department/program are due to Debra Peterson by 4:30 pm. Unless stipulated in the department/program's personnel policies, such letters are not required.

FEBRUARY 2026

- ADOF makes a recommendation to the DOF/VPAA.

MARCH 2026

- March 15

  ADOF informs the candidate and CPD of the promotion decision.

MAY 2026

- The DOF/VPAA's recommendation is reported to the Academic Affairs Committee of the Board of Trustees.
- Candidates receive letters from the DOF/VPAA following the May meeting of the Board of Trustees.