NTT REAPPOINTMENTS
2025-26 ACADEMIC YEAR CALENDAR

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]

FIRST TIER – ASSISTANT TEACHING PROFESSOR/ARTIST-IN-RESIDENCE/WRITER-IN-RESIDENCE/ASSISTANT LIBRARIAN

MAY 2025

Office of the DOF informs C/PD/PPCC of those faculty within the department or program to be reviewed for reappointment in the coming academic year.

SUMMER 2025

C/PD/PPCC informs the candidate of the reappointment process and shares this calendar. Further detail concerning the reappointment of NTT Faculty is available in the Faculty Handbook, Part One, Section VIII.D and CBA, Article XXIV(2).

The candidate or C/PD/PPCC may request that LEDS set up an e-portfolio in theSpring.

FALL 2025

On or before September 30, the candidate will arrange for fall semester teaching observations. Observations should occur before December 2.

On or before October 1, the candidate submits an e-portfolio in theSpring containing materials in evidence of teaching effectiveness, service contributions, and, if relevant, scholarly/creative/ librarianship 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.

On or before December 19, 2025, 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 reappointment 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 meeting at which the candidate is not present.

JANUARY 10, 2026

C/PD/PPCC submits to the ADOF the recommendation regarding reappointment. 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.

FEBRUARY 2026

ADOF makes a recommendation to the DOF/VPAA.

MARCH 15, 2026

ADOF informs the candidate and C/PD/PPCC of the reappointment decision.

SECOND AND THIRD TIERS – ASSOCIATE TEACHING PROFESSOR/TEACHING PROFESSOR/SENIOR ARTIST-IN-RESIDENCE/DISTINGUISHED ARTIST-IN-RESIDENCE/SENIOR WRITER-IN-RESIDENCE/DISTINGUISHED WRITER-IN-RESIDENCE/ASSOCIATE LIBRARIAN/LIBRARIAN

MAY 2025

Office of the DOF informs C/PD/PPCC of those faculty within the department or program to be reviewed for reappointment in the coming academic year.

SUMMER 2025

C/PD/PPCC informs the candidate of the reappointment process and shares this calendar. Further detail concerning the reappointment of NTT Faculty is available in the Faculty Handbook, Part One, Section VIII.D and CBA, Article XXIV(2).

FALL 2025

On or before September 15, the candidate will update their e-portfolio in theSpring with their annual reports of activities for each year since their previous review/promotion and a current CV.

On or before October 1, the C/PD/PPCC will share their recommendation for reappointment with the candidate. The C/PD/PPCC may consult with other eligible department members by email or in a meeting at which the candidate is not present.

If the C/PD/PPCC recommends the candidate for reappointment, no further proceedings take place until January 10.

If the C/PD/PPCC elects not to recommend reappointment, a full review will take place following the same steps as for reappointing a candidate at the first tier above, on an expedited timeline to be mutually determined by the candidate and the C/PD/PPCC, but which must be completed before January 10, 2026.   The candidate may supplement their e-portfolio with additional 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.

JANUARY 10, 2026

C/PD/PPCC submits to the ADOF the recommendation regarding reappointment. This takes the form of a 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.

FEBRUARY 2026

ADOF makes a recommendation to the DOF/VPAA.

MARCH 15, 2026

ADOF informs the candidate and C/PD/PPCC of the reappointment decision.