NTT REAPPOINTMENTS
2021-22 ACADEMIC YEAR CALENDAR

ACRONYMS:

ADOF = Associate Dean of the Faculty with responsibility for NTT personnel [Janet Casey]
CPD = Chair or Program Director
DOF/VPAA = Dean of the Faculty/Vice President for Academic Affairs [Michael Orr]
LEDS = Learning Experience Design and Digital Scholarship Support

MAY 2021

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

SUMMER 2021

CPD 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.

FALL 2021

In accordance with department/program procedures, the candidate creates 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.

Eligible members of the department share with the C/PD their assessments of the candidate's file as it relates to the evaluative criteria for reappointment set out in the *Faculty Handbook* Part One Section VIII.C; this may be done either through the submission of individual letters to the CPD or through a collective meeting in which the candidate is not present.

JANUARY 15, 2022

CPD 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 2022

ADOF makes a recommendation to the DOF/VPAA.

MARCH 2022

ADOF informs the candidate and CPD of the reappointment decision.