

NON-TT PROMOTIONS CALENDAR 2021-22

All dates refer to the 2021-22 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 the Office of the DOF, as well as relevant procedures. These deadlines may not be extended. A promotion candidate's C/PD/PPCC 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 responsibilities for non-TT personnel (Janet Casey)
- C/PD/PPCC = department chair, program director, or program personnel committee chair
- DOF/VPAA = Dean of the Faculty/Vice President for Academic Affairs
- LEDES = Learning Experience Design and Digital Scholarship Support (formerly Academic Technologies)

SUMMER 2021

- Letters from Skidmore colleagues outside the candidate's department/program may be solicited by eligible promotion candidates and/or their C/PD/PPCC. These letters are due to the Office of the DOF/VPAA by January 15. Unless stipulated in the department/program's personnel policies, such letters are not required.

SEPTEMBER 2021

September 10

- **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 of the candidate's department/program.** This deadline may not be extended.

September 15

- 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 of the candidate's department/program and the DOF/VPAA. This letter reiterates all deadlines and refers recipients to relevant sections of the Faculty Handbook (Part One, Article VIII, Sections C and F.2 [b-f]).

DECEMBER 2021

December 3

- **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 ADOF's copies of candidates' electronic files will be generated by a designated staff person in LEDES.** 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 electronic files by eligible department/program members. Guidelines are provided in the document “Procedures for Creation and Maintenance of Faculty Academic Portfolios,” available on the DOF/VPAA web page (www.skidmore.edu/dof-vpaa). The designated staff person for assistance with the Spring is Aaron Kendall in LEDS.

By December 8

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

By December 10

- **The ADOF requests a department/program letter from the C/PD/PPCC** that assesses the promotion candidate’s credentials related to teaching effectiveness, scholarly/creative accomplishments, and service contributions. **The C/PD/PPCC is responsible for soliciting input from all faculty eligible to be consulted; this input will inform the summary letter to be written by the C/PD/PPCC.** (If the candidate teaches in more than one department, a summary letter from each C/PD/PPCC is required.)

JANUARY 2022

January 14

- **Before 4:30 p.m., the candidate’s C/PD/PPCC sends an electronic copy of the department/program letter to Debra Peterson in the Office of the DOF/VPAA.** The summary letter should a) explain the methodology for the department’s review, and b) incorporate the perspectives of the department as a whole.
- **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.**

APRIL 2022

By April 15

- The ADOF makes a recommendation to the DOF/VPAA.
- The ADOF informs the candidate’s C/PD/PPCC of the recommendation. The C/PD/PPCC notifies the candidate immediately.

MAY 2022

- 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.