

FACULTY RIGHTS AND RESPONSIBILITIES

IV. APPOINTMENTS TO THE FACULTY

B. (Pre-tenure-track Appointment) Pre-tenure track Appointment (p.103)

Visiting Instructor: Appointments to the Position of Visiting Instructor will be made with the understanding that appointees must receive their doctorates or the equivalent terminal degree by (August 15) October 15 following their second year at Skidmore in order to move onto tenure-track lines. By May 1 in the second year of service such appointees must show evidence that the degree is or will be completed by (August 15) October 15. If this condition is met, the department shall determine whether or not the appointee should be offered a tenure-track position. Neither professional accomplishment beyond the completion of the terminal degree nor community service shall be applied as criteria in this decision. Appointees who fail to complete the degree by (August 15) October 15 following their second year shall receive contracts for a third and terminal year at the College. Exceptions to this date may be granted when the Dean of the Faculty judges there are procedural circumstances beyond the candidate's control.

V. EVALUATIVE CRITERIA FOR CONTINUED SERVICE

A. Tenure-track Faculty(p.105)

Decisions to reappoint, promote, or tenure faculty members at Skidmore are based on the quality of their credentials in three areas: performance as teachers, achievement as scholars or artists, and contribution to the welfare of the college community beyond the classroom. Teaching of high quality is paramount, the primary criterion for retention or advancement, no degree of excellence in scholarship or artistic achievement, no record of unusual productivity will compensate for unsatisfactory teaching. Yet high-quality teaching is but one of (two principal) three criteria, and alone will not suffice. Skidmore seeks to develop and retain first-rate teacher-scholars whose professional achievements beyond teaching demonstrate a will and capacity to make significant contributions to the arts or to learning in the appropriate field. (In addition) Skidmore also expects faculty members to assume responsibility for the common life of the institution in ways that are commensurate with their interests and roles and with the institution's purpose. (Though community service is not a central criterion for reappointment, promotion, or tenure, Skidmore deems it a necessary one, given the conditions and the consequences of teaching at a small liberal arts college)

B. Non-tenure track Faculty (p.108)

(I. Library Faculty:) I. Library Faculty:

VI. RIGHTS, OBLIGATIONS, AND RESPONSIBILITIES OF ALL FACULTY
C. Academic Responsibilities (p.110)

1. Availability; Faculty members are expected to be available for academic duties during the academic year. The year for full-time faculty, excluding certain department Chairs and librarians, who are on ten month contracts, is the nine-month period from September 1 until **(May 30) May 31** of the following year

VII. REAPPOINTMENT

A. Reappointment of Full-Time Tenure Track and Library Faculty to **(professional ranks) Professional Ranks** (p.111)

1. Second year

b. By June 15 of the **(appointees') appointee's** second year, the Dean of the Faculty shall remind appointees not regarded as candidates for reappointment that their service terminates at the end of their third academic year.

VIII. TENURE

A. Preamble (p.115)

Though no precise weights can be attached to the three criteria upon which the awarding of tenure is based, teaching of high quality and significant growth and achievement in scholarly, creative or professional work are of central importance, high-quality teaching being the principal criterion. Evidence of significant contributions to the community's collective affairs at the departmental and all-college levels will also be taken into account. There is no presumption that meeting minimal standards assures one of tenure. See also Part one Faculty Rights and Responsibilities, **(Article VI) Article V** Evaluative Criteria for continued Service, Topic A Tenure-Track Faculty.

F. CAPT Review Procedure (in effect until 2000-2001),

c. **(May) may** consult with the President or the Dean of the Faculty at any time.(p.121)

X.PROMOTION

1. Procedures for Promotion: (p.123)

b. Consideration for promotion may be initiated by the department Chair in consultation with the Dean of the Faculty or CAPT, or the Dean of the Faculty in consultation with the President. The Dean of the Faculty initiates promotional consideration in the case of department Chairs. The department Chair or the Dean of the Faculty shall indicate the consultation procedures employed within the department when recommending a promotion.

By March 15 the Dean of the Faculty shall provide Department Chairs with a list of faculty in their departments who have been at the rank of Associate Professor for seven years or more.

2. Guidelines for Advancement in Rank (p.124)

- c. For the rank of Professor, the appropriate terminal degree (or its professional equivalent) normally is required. Promotion to this rank shall be granted to faculty who have shown continuing excellence in teaching (or, in the case of Library faculty, librarianship) as well as distinguished achievement attesting to further growth in scholarship, creative or professional work; **and significant involvement in the affairs of the College.**

XI. LEAVES OF ABSENCE

B. Leaves of Absence without Pay

- (2. If an alternate arrangement has not been made with some outside supporting organization, the College continues to make its usual contribution into the Pension plan, the Disability Plan and the Medical Insurance Plan for a faculty member who is on an approved leave of absence without pay for educational purposes. The College will make its contributions for a period beginning on the first day of the month in which the faculty member begins the approved leave of absence, and ending no later than the last day of the month in which the faculty member completes twelve months of the approved leave of absence.)

2. If an alternate arrangement has not been made with some outside supporting organization, the College continues to make a contribution, based only on salary actually paid during the leave, to the Pension Plan, as well as its usual contribution to the Disability Plan and the Medical Insurance Plan for a faculty member who is on an approved leave of absence, etc.

XIV. APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRS

D. Obligations Pertaining to Department Chairs (p130)

3. Personnel: the chair is responsible for seeking out highly qualified candidates for vacancies in the department. An important factor in their selection should be their competence and willingness to teach according to the specified needs of the department and the college. The Chair establishes search and selection procedures in consultation with the Dean of the Faculty, (the Diversity and Affirmative Action Officer,) the Director of Diversity and Affirmative Action,

PART TWO, FACULTY HANDBOOK

FACULTY GOVERNANCE

I. FACULTY MEETINGS (p. 201)

(A Voting) A voting member of the faculty who is on leave of absence may vote in faculty meetings.

II. COMMITTEES OF THE FACULTY

A. Voting rights and eligibility. Only full-time members of the teaching or library faculty eligible to vote at faculty meetings (see Part One Faculty Rights and Responsibilities, Article XIX Faculty Governance, p36) see Part One Faculty Rights and Responsibilities, Article XIX Faculty Governance

(I. ADMISSIONS COMMITTEE,- Elected [p.203]

Function: To recommend and review admissions policies and goals and to select candidates in accordance with those policies and goals.

Membership: Three faculty members elected to serve three-year terms, the Director of Admissions, a representative of the Office of Student Academic Affairs, a representative of the HEOP office, the Director of Student Aid and Family Finance, the Dean of Enrollment and College Relations, and two students, one a junior, to be appointed each year to serve a two-year term, selected by SGA)

I. ADMISSIONS AND STUDENT AID COMMITTEE-Elected

Function: To recommend and review admissions policies and goals; to plan with the administration the student aid policies of the College; to consult with the Dean of Enrollment and College Relations and Directors of Admissions and Student aid on problems relative to the implementation of those policies; to serve as a resource for CEPP, FPPC and other committees on admissions and student aid matters; and to act as an appeal board for applicants requesting a review of their aid applications as administered by the Director of Student Aid and Family Finance.

Membership: Three faculty elected to three year terms, no one of whom has athletic coaching responsibilities; the Dean of Enrollment and College Relations; the director of Admissions; the Director of Student Aid and Family Finance; two representatives from the Dean of Student Affairs division, at least one representing HEOP, both of whom are ex officio; and three students selected by the SGA each to serve a two-year term.

4. COMMITTEE ON ACADEMIC FREEDOM AND RIGHTS (CAFR) – Elected (p.203)

Function:.....

Revisions to Part One of the Faculty Handbook Articles 1 – (XVII) XIX are reviewed by the CAFR for its recommendations prior to a faculty vote.

13. HONORS COUNCIL - Elected

Function: The ongoing responsibilities of the Honors Council include reviewing applications for membership and inducting new members, monitoring the eligibility standards for current members, planning and sponsoring academic and co-curricular events, developing a sufficient number of courses and co-curricular events for inclusion among the "honors" resources, communicating with the wider community of students and faculty regarding Forum opportunities and the achievements of honors (and other) students, and assessing the effectiveness of the Honors Forum in achieving its goals.

Membership: Four faculty, three elected for three-year terms (with the exception of two of the initial appointees, who will serve one- and two-year terms) and one who chairs the Council and serves as director of the Honors Forum for a four-year term; the Dean for First-Year Students; the Dean of Studies; the Associate Dean of the Faculty; the President or a designated representative of the Periclean Honor Society; two other students appointed from members of the Forum.

PART THREE, FACULTY HANDBOOK

COLLEGE GOVERNANCE

I. COLLEGE COMMITTEES

5. DIVERSITY AND AFFIRMATIVE ACTION COMMITTEE – APPOINTED

Function: To advise the President on Diversity and Affirmative Action policy, to consult with the diversity and Affirmative Action **and the Associate Diversity and Affirmative Action Officers**, to review **annually** the College's diversity and Affirmative Action program including the sexual harassment policy and submit specific recommendations for improvement, **to hear concerns from any member of the College community relating to alleged discrimination based on race, color, religion, sex, disability, age national or ethnic origin, sexual orientation or concerns relating to sexual harassment**, to implement ongoing educational programs as directed by the Director of Diversity and Affirmative Action in order to provide the College community with information about diversity and affirmative action policies and issues, including sexual harassment.

Membership: Two full-time faculty members, two support staff, two administrators, all appointed by the President and who serve a three-year term for no more than two consecutive terms; two students appointed by the President for a two year term renewable for a third year; the Assistant o the Dean of Students for Multicultural students (ex-officio with vote) who shall maintain a liaison with the Dean of Students; the Director of diversity and Affirmative Action (ex-officio with vote), and the Director of Human Resources (ex-officio with vote). The Associate Director of Diversity and Affirmative Action attends the meetings as appropriate without a vote. Other members of the college community, for example the Assistant to the President, may be invited to attend without a vote.

6. THE INFORMATION RESOURCES COUNCIL (IRC) – Appointed

Membership: Four faculty members, **(appointed by the CFG)** in consultation with the Dean of the Faculty, **two elected and two appointed by the CFG** in consultation with the Dean of the Faculty, two students selected by SGA; the Dean of the Faculty, who will serve as Chair; the Vice President for Business Affairs; the College Librarian; the Director of the Center for Information Technology Services (CITS); the Director of Institutional Research, **(and the**

Director of Media Services. The Assistant to the President sits with the council as an observer.)