

April 9, 1999

CAPT Motion to Amend the Faculty Handbook

The Committee on Appointments Promotion and Tenure moves that Part One of the Faculty Handbook be revised as described in the following list of changes:

(Note: language to be deleted from the handbook will be in square brackets; [deleted language]. Language to be added is underlined; language to be added.)

1. Part One, I The Faculty.

1. THE FACULTY

The faculty consists of all full and part-time teaching and library personnel and those in shared appointments holding the ranks defined in Part One, IV Appointments to the Faculty, Topics A (Tenure-track Appointments), B (Pre-tenure-track Appointments), C (Non-tenure-track Appointments [1 Library Faculty, 2 Artists-in-Residence, and 3 Writers-in-Residence]). The rights and privileges of faculty members vary according to type and status of appointment. These rights are defined in various parts of the Handbook. See in particular Part One, Article IV Appointments to the Faculty, Part One, Article VIII Tenure, Part Four, Benefits, Part One, Article XIX, Faculty Governance, and Part Two, Article I Faculty Meetings, Topic A on voting rights.

Rationale: The deleted language refers to sections of the handbook which no longer exist. Moreover, the present language does not recognize the faculty status of Teaching Associates and Departmental Assistants.

2. Part One, VI Rights, Obligations, and Responsibilities of all Faculty ,Topic A Rights of Members of the Faculty, 2.

2. All faculty members have the right to receive from their department Chairs written evaluations of their performance; annually if non-tenured, every three years if tenured, or if Library faculty in more than their sixth consecutive year of continuing service, or more frequent informal reviews at the individual's request. (see Part One Faculty Rights and Responsibilities, Article XIV Appointment and Review of Department Chairs, Topic D Obligations Pertaining to Department Chairs,3). These written evaluations are intended to be for guidance and used for self-improvement only, and not for use as part of a candidate's file for reappointment, promotion or tenure.

Rationale: The first part of this sentence has been moved from XIV Appointment and Review of Department Chairs, Topic D Obligations Pertaining to Department Chairs, 3. CAPT believes that the nature and quality of these letters change if the possibility exists for their use in personnel decisions. If indeed they are "intended to be for guidance and used for self-improvement only" then access for these letters should be restricted to the Dean, the individual and the Department Chair.

3. Part One, VII Reappointment, Topic A Reappointment of Full-Time Tenure-Track and Library Faculty to Professorial Ranks, 2.

2. Third Year

a. An appointee considered by the department to be a candidate for reappointment at the end of the second year will be evaluated in the third year according to department procedures. The department must submit its recommendation, positive or negative, with supporting evidence to the Dean of the Faculty on or before January 15 of the appointee's third year. This evidence must include a cover letter from the chair and letters from full-time faculty and those holding shared appointments in the department concerned (in the ranks defined in Part One, IV Categories of Appointments to the Faculty, Topics A Tenure-track Appointments and IV C.b. Artist or Writer-in-Residence) who are in at least their third year of full-time service at Skidmore, and (where appropriate) program directors.

[b. In case of a positive recommendation,]The department must present clear and decisive evidence[--including letters from full-time colleagues and those holding shared appointments in the department concerned who are in at least their third year at Skidmore, and (where appropriate) program directors, and a cover letter from the Chair- - of]concerning the individual's professional [high] quality and the department's [great] need for the candidate's particular abilities in its projected programs.

(subsequent sections c.-j. Will need to be renumbered as b.-i.)

Rationale: With regard to who writes letters in reappointment cases, the present language is ambiguous. In the case of a negative recommendation the procedure should follow that of positive recommendations.

4. Part One, VII Reappointment, Topic E Reappointment of Teaching Associates.

E. Reappointment of Teaching Associates

During the second and third year of service, Teaching Associates will be evaluated. Each department shall follow its established procedures for evaluating candidates for reappointment and promotion. The Chair will file these procedures with the Dean of the Faculty and make them available to the candidate well in advance of the evaluation. These procedures must be in accordance with the principles of academic freedom and must ensure that the standards for continued service are considered.

The procedures for the second year review shall follow the procedures described in the Faculty Handbook, Part One, Article VII Reappointment, Topic A Reappointment of

Full-Time Tenure-Track and Library Faculty [appointed as Assistant Professor, Associate Professor or Professor] to Professorial Ranks, 1, a, b, c [and 2,a and b]. The procedures for a review in the third year of a three year contract shall follow the procedures described in the Faculty Handbook, Part One, Article VII Reappointment, Topic A Reappointment of Full-Time Tenure-Track and Library Faculty to Professorial Ranks 2 a. If the department and the Dean of the Faculty differ, the Dean of the Faculty will convene an ad hoc group, consisting of the Chairs of other departments with teaching associates, who will provide an additional perspective. The Dean makes the final decision.

Rationale: The present language in the handbook establishes procedures for a second year review but none for reviews at the end of a three year contract. Having a third party review cases, in which there is disagreement between the department and the Dean, at the end of a three year contract (rather than in a second year review) is consistent with what occurs for other faculty appointments.

5. Part One, VII Reappointment, Topic F Notice of Termination of Other Non-Tenure Track Appointments.

F. Notice of Termination of Other Non-tenure Track Appointments:

On or before March 1 of the second year or any subsequent year, the Dean of the Faculty shall remind those appointees in the final year of their contracts that their contracts terminate at the end of that academic year.

[1. On or before March 1 the Dean of the Faculty shall remind one-year appointees that their contracts terminate at the end of that academic year.

2. On or before December 15 of the second year or any subsequent year, the Dean of the Faculty shall remind appointees that their contracts terminate at the end of the academic year.]

Rationale: These changes bring the handbook in line with current practice. The December 15th deadline for multiyear contracts is unrealistic. Reminding faculty on one-year contracts that their contract expires at the end of that year is overkill and places an extra burden on the Dean of Faculty's office.

6. Part One, VIII Tenure, Topic E Procedures for Granting Tenure,3.

3. The CAPT has the responsibility of securing information with respect to the candidate's teaching competence, professional accomplishment, and service to the academic community. Sources of this information include:

- a. Full-time [colleagues] faculty and those holding shared appointments in the department concerned (in the ranks defined in Part One, IV Categories of Appointments to the Faculty, Topics A, Tenure-track Appointments and C.b. Artist or Writer-in-Residence) [in the department concerned] who are in at least their third year of full-time service at Skidmore [and others closely associated];
- b. Department Chair;
- c. Program Directors (where appropriate);
- [d. Administrative Officers;]
- d. [e.] Sources suggested by the candidate under consideration including Administrative Officers, the Coordinator or Director [or Chair] of a program or Chair of a department in case the candidate has taught in an interdisciplinary program or department other than the one in which he or she holds an appointment;

(subsequent sections e.-h. Will have to be renumbered as d.-g. Changes in this section will necessitate changes in CAPT's operating code. An updated operating code will be distributed at a later date.)

Rationale: The present language of the handbook is ambiguous. Consequently from year to year the manner in which this section of the handbook is applied is subject to change. CAPT believes that it is essential that faculty in tenure lines who have had substantial work experience with the tenure candidate should be required to write letters in tenure cases in their department. On the other hand in departments with Departmental Assistants and Associates, the department may request that Assistants and Associates participate at the department level as part of their departmental procedures. Moreover, candidates may solicit letters from Assistants and Associates as internal referees. CAPT does not normally seek information from Administrative Officers unless requested to do so by the candidate.