

**Faculty Meeting
March 27, 2015**

MOTION

Motion: The Natural Science Chairs and Program Directors move that the title of Teaching Associate be changed to Instructor. This change will apply to every instance of "Teaching Associate" in the Faculty Handbook, including the change from "Senior Teaching Associate" to "Senior Instructor" and from "Visiting Teaching Associate" to "Visiting Instructor." The Natural Science Chairs and Program Directors also move that the existing title "Visiting Instructor" be changed to "Visiting Lecturer."

Rationale: The title of Instructor is a much clearer indication than Teaching Associate of the nature of this position at Skidmore. The title of Teaching Associate is rarely used outside Skidmore, and when it is used, it typically applies to a position similar to a graduate student Teaching Assistant rather than a professional educator. Prospective students and their parents are sometimes puzzled by our claim that, unlike many universities, Skidmore does not use TAs to teach introductory courses, when they see that there are courses taught by Teaching Associates. Perhaps more importantly, Teaching Associates often participate in professional work outside the college, and should have a title that reflects the actual nature of their position. The title of Instructor is commonly used at other institutions for this type of position.

The College currently uses the title of Visiting Instructor for faculty for who are hired to fill a tenure-track position but who must finish their terminal degree to move into that position. To avoid confusion with the newly proposed use of this title, we propose to change the title for this position to Visiting Lecturer. While the title of Lecturer is currently used at the College, the title of Visiting Lecturer is not.

The instances of "Teaching Associate" and "Visiting Instructor" in the Faculty Handbook are listed below.

[Teaching Associates](#)

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E. Non-Tenure-Track Appointments

1. The Associate Dean of the Faculty for Personnel, Development, and Diversity makes all appointments to non-tenure-track positions in consultation with the Chair of the department concerned and (where appropriate) Program Directors.

Full-time and shared appointments as Library Faculty, Artists- and Writers-in-Residence, and **Teaching Associates** will be made initially for three years, the first year being a probationary one. The appointee's department may request the Dean of the Faculty/Vice President for Academic Affairs on or before February 15 of the first year to terminate his or her contract. If the Dean of the Faculty/Vice President for Academic Affairs grants the request, the Dean of the Faculty/Vice President for Academic Affairs shall notify the appointee of such termination in writing on or before March 1 of the first year of the appointee's contract. If the appointee begins

his or her contract in mid-year (January), the date for the department's request to the Dean of the Faculty/Vice President for Academic Affairs shall be May 31, and the Dean of the Faculty/Vice President for Academic Affairs must notify the appointee of the termination in writing by June 15. An appointment that is not terminated during the first year shall remain in effect through the third year.

Full-time and shared appointments as Research Associates and Department Assistants will be made for one year, renewable. Appointments to shared positions may be made for those whose areas of expertise are substantially interchangeable.

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- g. **Teaching Associate**: Full- or part-time teaching members of the faculty. **Teaching Associates** principally collaborate with other faculty in the design and/or delivery of the curriculum in a department or program. Promotion to **Senior Teaching Associate** is granted by the department according to departmental procedures and with the consent of the Dean of the Faculty/Vice President for Academic Affairs.
- h. **Visiting Teaching Associate**: A **Visiting Teaching Associate** is a full- or part-time appointment for fewer than three years.

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- 3. **Teaching Associates**
The criteria for reappointment and for promotion are: (1) high quality teaching; (2) professional growth that maintains currency and enhances effectiveness in the classroom, studio, or laboratory; and (3) service to the department/program and College.

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- 4. **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/Vice President for Academic Affairs 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.

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b. *Third Year*

- i. 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 Associate Dean of the Faculty for Personnel, Development, and Diversity on or before January 15 of the appointee's third year. The evidence must include a cover letter from the Chair and letters from full-time faculty and those holding shared appointments in the department concerned who are in at least their third year of full-time service at Skidmore, and (where appropriate) Program Directors.
- ii. The department must present clear and decisive evidence concerning the individual's professional quality and the department's need for the candidate's particular abilities in its projected programs.

- iii. If the department and the Associate Dean of the Faculty for Personnel, Development, and Diversity differ, the Dean of the Faculty/Vice President for Academic Affairs will convene an ad hoc group, consisting of the Chairs of other departments with **teaching associates**, who will provide an additional perspective. The Dean of the Faculty/Vice President for Academic Affairs makes the final decision.
 - iv. If the Dean of the Faculty/Vice President for Academic Affairs' decision is negative, the Dean of the Faculty/Vice President for Academic Affairs on or by March 1 shall remind those appointees in the final year of their contracts that their contracts terminate at the end of that academic year.
 - v. After the initial three years, **Teaching Associates** who are reappointed will receive an additional contract of three years, renewable, with a review in the third year.
5. Other Non-Tenure Track Appointments (Visiting Artist- or Writer-in-Residence, Trustee Visiting Scholar, Lecturer, **Visiting Teaching Associate**, Research Associate, Department Assistant)

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- d. **Teaching Associates**
Promotion to **Senior Teaching Associate** is granted by the Board of Trustees upon the recommendation of the Dean of the Faculty/Vice President for Academic Affairs after consultation with the department. The Department Chair shall indicate the consultation procedures employed within the department when recommending a promotion. Promotion is based upon merit and not guaranteed by years of service.

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XIX. FACULTY GOVERNANCE

Faculty governance is carried out through decisions made at Faculty Meetings and through a system of committees of the Faculty as described in Part Two. Faculty Meetings, presided over by the President, are generally held on the first Friday of each month. All the faculty as herein defined are expected to attend Faculty Meetings and are eligible to vote: all full-time members of the Faculty (including those on phased employment) and faculty holding shared appointments at the rank of Assistant Professor or above; Visiting Instructors; Librarians; Artists-in-Residence; Writers-in-Residence; full-year full-time Lecturers; full-year full-time **Teaching Associates**; the President; the Dean of the Faculty/Vice President for Academic Affairs; the Associate Dean of the Faculty for Personnel, Development, and Diversity; the Associate Dean of the Faculty for Infrastructure, Sustainability, and Civic Engagement; the Associate Dean of the Faculty for Academic Policy and Advising; the Vice President and Dean of Admissions and Financial Aid; the Dean of Students and Vice President for Student Affairs; the Dean of Special Programs; the Registrar; the Director of Institutional Research; the Senior Associate Director of Admissions; the Director of Master of Arts in Liberal Studies Program; the Director of Summer Academic Programs and Residencies; the Dayton Director of the Tang Teaching Museum and Art Gallery; the Associate Director for Curatorial Affairs of the Tang Teaching Museum and Art Gallery; the Director of Intercultural Studies; and such other administrative officers as may be appointed to the Faculty by the Board of Trustees upon recommendation of the President after consultation with CAPT and with the concurrence of the Faculty.

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- C. Eligibility to Vote
 - 1. All the faculty as herein defined are expected to attend Faculty Meetings and are eligible to vote:
 - a. all full-time members of the Faculty (including those on phased employment) and faculty holding shared appointments at the rank of Assistant Professor or above,

- b. Visiting Instructors, Librarians, Artists-in-Residence, Writers-in-Residence, full-year full-time Lecturers, and full-year full-time Teaching Associates,

Visiting Instructor

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D. Pre-Tenure-Track Appointments

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 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 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 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/Vice President for Academic Affairs judges there are procedural circumstances beyond the candidate's control.

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4. Criteria for Determining Years of Service

- a. For faculty members, the service year coincides with the academic year. The academic year begins at the start of the fall term and ends with the close of the spring term. For each academic year that a faculty member holds a full-time appointment, that person will be considered to have given a year of service. Other than those Visiting Instructors described above, faculty members who move from "visiting" to "tenure-track" status may choose, in consultation with the Dean of the Faculty/Vice President for Academic Affairs and CAPT, to have or not to have the "visiting" years count toward tenure; the decision must be specified in the letter of appointment to the tenure-track position.

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