

**FACULTY MEETING**  
**April 29, 2016**

**MOTION**

The Dean of the Faculty's Office proposes the following change to the Faculty Handbook, Part One, Section VIII, Part D.1.b.i Evaluation of the Faculty, Reappointment, Reappointment of Full-Time Tenure-Track and Library Faculty in Professorial Ranks, Third Year; AND Part One, Section VIII, Part D.4.b.i Evaluation of the Faculty, Reappointment, Reappointment of Instructors, Third Year.

**CURRENT LANGUAGE**

Evaluation of the Faculty, Reappointment, Reappointment of Full-Time Tenure-Track and Library Faculty in Professorial Ranks, Third Year

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 (faculty affairs) on or before January 15<sup>3</sup> 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, Article VI [Appointments to the Faculty], Sections A [Tenure-Track Appointments] and E [Non-Tenure Track Appointments], 2b. [Artist- or Writer-in-Residence]) who are in at least their third year of full-time service at Skidmore, and (where appropriate) Program Directors.

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.

For tenure-track faculty appointments that are 100 percent in ID programs, supporting evidence sent to the Associate Dean of the Faculty (faculty affairs) must include a cover letter from the Director (or ID PPC Chair if the Director is a candidate) and letters from faculty on the ID Program Personnel Committee and (where appropriate) Directors of other programs or Chairs of departments. The program must also demonstrate need and the candidate's professional quality according to guidelines described for departments in paragraph two above.

For proportional tenure-track faculty appointments that are shared between two departments, a department and an ID program or two ID programs, supporting evidence sent to the Associate Dean of the Faculty (faculty affairs) must include a cover letter from both Department Chairs/Program Directors and letters from faculty on the ID Program Personnel Committee, the department and (where appropriate) Directors of other programs or Chairs of departments. The departments and programs sharing the appointment must also demonstrate need and the candidate's professional quality according to guidelines described for departments in paragraph two above.

Part One, Section VIII, Part D.4.b.i Evaluation of the Faculty, Reappointment, Reappointment of Instructors, Third Year

### 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 (faculty affairs) 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 fulltime service at Skidmore, and (where appropriate) Program Directors.

### PROPOSED LANGUAGE

#### Evaluation of the Faculty, Reappointment, Reappointment of Full-Time Tenure-Track and Library Faculty in Professorial Ranks, Third Year

### Third Year

- i. An appointee considered by the department or program to be a candidate for reappointment at the end of the second year will be evaluated in the third year according to department or program procedures. The ~~department~~ Department or Program Personnel Committee (PPC) Chair must submit, at a minimum, its a consensus letter signed by all faculty eligible to write on behalf of the candidate as indicated by department or program procedures that summarizes 1) the department or program's overall recommendation, positive or negative, and 2) with supporting the evidence supporting the recommendation to the Associate Dean of the Faculty (faculty affairs) on or before January 15<sup>3</sup> of the appointee's third year. If faculty members eligible to write on the candidate's behalf disagree with the consensus letter and therefore cannot sign it, faculty members may write an individual letter to the Associate Dean of the Faculty (faculty affairs) on or before January 15<sup>3</sup> with their recommendation and a summary of the supporting evidence for the recommendation. 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, Article VI [Appointments to the Faculty], Sections A [Tenure Track Appointments] and E [Non-TenureTrack Appointments], 2b. [Artist or Writer in Residence]) who are in at least their third year of full-time service at Skidmore, and (where appropriate) Program Directors.

The department or program must present clear and decisive evidence concerning the individual's professional quality and the department or program's need for the candidate's particular abilities in its projected programs.

For tenure-track faculty appointments that are 100 percent in ID programs, supporting evidence sent to the Associate Dean of the Faculty (faculty affairs) must include a cover letter from the Program Director/PPC Chair (or ID-PPC Chair if the Director is a candidate) and letters from faculty on the ID Program Personnel Committee and (where appropriate) Directors of other programs or Chairs of departments must submit, at a minimum, a letter that summarizes 1) the program's recommendation, positive or negative, and 2) the evidence supporting the recommendation to the Associate Dean of the Faculty (faculty affairs). If faculty members eligible to write on the candidate's behalf as indicated by program procedures disagree with the consensus letter and therefore cannot sign it, faculty members may write an individual letter to the Associate Dean of the Faculty (faculty affairs) on or before January 15<sup>3</sup> with their recommendation and a summary of the supporting evidence for the recommendation. The

program must also demonstrate need and the candidate's professional quality according to guidelines described for departments in paragraph two above.

For proportional tenure-track faculty appointments that are shared between two departments, a department and an ID program or two ID programs, ~~supporting evidence sent to the Associate Dean of the Faculty (faculty affairs) must include a cover letter from both Department Chairs/ or Program Directors or PPC Chairs and letters from faculty on the ID Program Personnel Committee, the department and (where appropriate) Directors of other programs or Chairs of departments~~ must submit, at a minimum, separate letters that summarize 1) the department or program's recommendation, positive or negative, and 2) evidence supporting the recommendation to the Associate Dean of the Faculty (faculty affairs). If faculty members eligible to write on the candidate's behalf as indicated by department or program procedures disagree with the consensus letter and therefore cannot sign it, faculty members may write an individual letter to the Associate Dean of the Faculty (faculty affairs) on or before January 15<sup>3</sup> with their recommendation and a summary of the supporting evidence for the recommendation. The departments and programs sharing the appointment must also demonstrate need and the candidate's professional quality according to guidelines described for departments in paragraph two above.

Part One, Section VIII, Part D.4.b.i Evaluation of the Faculty, Reappointment, Reappointment of Instructors, Third Year

Third Year

- i. An appointee considered by the department or program 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~~ Department or PPC Chair must submit, at a minimum, its a letter that summarizes 1) the department or program's recommendation, positive or negative, and 2) evidence supporting the recommendation with supporting evidence to the Associate Dean of the Faculty (faculty affairs) on or before January 15 of the appointee's third year. If faculty members eligible to write on the candidate's behalf as indicated by department or program procedures disagree with the consensus letter and therefore cannot sign it, faculty members may write an individual letter to the Associate Dean of the Faculty (faculty affairs) on or before January 15<sup>3</sup> with their recommendation and a summary of the supporting evidence for the recommendation. 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 fulltime service at Skidmore, and (where appropriate) Program Directors.

## **RATIONALE**

Currently, full-time faculty in their third year and beyond are required to write letters of evaluation for departmental and program colleagues at a candidate's third year review and at the point of tenure. While many faculty believe it is important for a plurality of voices be represented at the point of tenure in the form of individual letters to CAPT, it is less important at the third year review that individual voices are represented. As is the current practice, the Department or PPC Chair produces a letter that represents the overall recommendation of the department or program. The audience for this letter is the ADOF who depends heavily on the consensus of the departmental or program when forming her own recommendation, and that recommendation does not require letters from all faculty if the summary letter accurately represents the sentiments of the Department and evidence utilized in making the case. Skidmore is unique among our peer institutions in requiring third-year letters from all full-time faculty, and such a practice tends to

foreground evaluations of colleagues in our collective work. Eliminating the necessity to write at the third year will also help to reduce faculty workload.