

**FACULTY MEETING**  
**April 7, 2017**

**MOTION TO CHANGE FACULTY HANDBOOK TO ELIMINATE  
SECOND YEAR REVIEW**

**MOTION:** The Dean of the Faculty's office moves to alter the *Faculty Handbook* to eliminate the second year review as follows:

**D. Reappointment**

1. Reappointment of Full-Time Tenure-Track and Library Faculty in Professorial Ranks

Each department in the College shall follow its established procedures to evaluate candidates for reappointment. If candidates have taught in an interdisciplinary program, or in a department other than the one in which they hold an appointment, the procedures must ensure a mechanism for obtaining information about their performance in this other department or program. 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.

~~a. *Second Year*~~

- ~~i. At the end of the appointee's second year, the department shall determine whether or not it regards the appointee as a candidate for reappointment according to departmental procedures and the evaluative criteria set forth in Part One, Article VIII, Section A, with particular emphasis on teaching effectiveness. The Department shall inform the Associate Dean of the Faculty (faculty affairs) of its decision on or before May 31 of that year. In the case of proportional appointments (see Part One, Article VI, Section C), each program and/or department involved shall inform the Associate Dean of the Faculty (faculty affairs) of its decision on or before May 31 of that year.~~
- ~~ii. By June 15 of the appointee's second year, the Associate Dean of the Faculty (faculty affairs) shall remind appointees not regarded as candidates for reappointment that their service terminates at the end of their third academic year.~~
- ~~iii. Candidates for reappointment shall have access to all written materials immediately following notification of the Associate Dean of the Faculty (faculty affairs)'s decision. These materials may not be photocopied.~~

#### ~~iv. Reviews~~

- ~~(1) If the appointee believes that the decision against reappointment was made in violation of academic freedom and rights or was procedurally inadequate, CAPR, upon petition by the appointee, will review the allegations and report to the President.~~
- ~~(2) If the appointee believes that the decision against reappointment was based on inadequate consideration of the standards for continued service, the Associate Dean of the Faculty (faculty affairs) may review the evaluation.~~
- ~~(3) In either (i) or (ii), the result of a finding in favor of the appointee will be to return to the department for reconsideration.~~
- ~~(4) In a case where the disagreement between the department and the Associate Dean of the Faculty (faculty affairs) cannot be resolved, CAPT will review the candidate's file and make a recommendation to the Dean of the Faculty/Vice President for Academic Affairs. This recommendation will be made on or before September 30.~~
- ~~(5) The Dean of the Faculty/Vice President for Academic Affairs shall make the decision to accept or reject recommendations in all cases presented. The decision on the candidates shall be announced as soon as possible to the departments concerned, but in no case later than October 15.~~

#### ~~a.b. 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 or Program Personnel Committee (PPC) Chair must submit, at a minimum, 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's or program's overall recommendation, positive or negative, and (2) the evidence supporting the recommendation to the Associate Dean of the Faculty (faculty affairs) on or before January 15<sup>1</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<sup>y</sup> 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 department or program must present clear and decisive evidence concerning the individual's professional quality and the department's or program's need for the candidate's particular abilities in its projected programs.

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<sup>1</sup> Specific dates determined by CAPT and published in its annual Operating Code and Calendar.

For tenure-track faculty appointments that are 100 percent in ID programs, the Program Director/PPC Chair 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) 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 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 (i) above.

For proportional tenure-track faculty appointments that are shared between two departments, a department and an ID program or two ID programs, both Department Chairs or Program Directors or PPC Chairs must submit, at a minimum, separate letters that summarize (1) the department's or program's recommendation, positive or negative, and (2) 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 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 (i) above.

- ii. The Associate Dean of the Faculty (faculty affairs) must, on or before February 15<sup>2</sup>, recommend to the Dean of the Faculty/Vice President for Academic Affairs either a further three-year contract or termination of the individual's service. The Associate Dean of the Faculty (faculty affairs) shall base this recommendation on the evidence submitted by the candidate's department and on the standards of excellence which the Dean maintains for the Faculty as a whole.
- iii. The Associate Dean of the Faculty (faculty affairs) will report reappointment recommendations to CAPT on or before February 15.<sup>3</sup>
- iv. If the recommendations of the department and the Associate Dean of the Faculty (faculty affairs) differ, CAPT will review the candidate's file and make a third recommendation to the Dean of the Faculty/Vice President for Academic Affairs. This recommendation will be made on or before February 25.<sup>4</sup>

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<sup>2</sup> See annual CAPT Operating Code and Calendar.

<sup>3</sup> *Ibid.*

<sup>4</sup> *Ibid.*

- v. The Dean of the Faculty/Vice President for Academic Affairs shall make the decision to accept or reject recommendations in all cases presented. The decision on the candidates shall be announced as soon as possible to the departments concerned. The Dean of the Faculty/Vice President for Academic Affairs shall offer further three-year contracts to successful reappointment candidates on or before March 1.
- vi. A candidate for reappointment to whom a further three-year contract is not offered in the third year shall receive written notice of a terminal one-year appointment from the Dean of the Faculty/Vice President for Academic Affairs on or before March 1.
- vii. Reappointment consideration of faculty holding shared appointments follows the above procedures. If one partner in a shared appointment is not reappointed, the reappointed partner may, as an option, assume a full-time faculty position at the end of the other partner's terminal year. Should the partner choose not to do so, the position will no longer be tenure-track.
- viii. Candidates for reappointment shall have access to all written materials immediately following notification of the Dean of the Faculty/Vice President for Academic Affairs' decision. These materials may not be photocopied.
- ix. The Dean of the Faculty/Vice President for Academic Affairs shall convey the result of a review to the candidate on or before May 1.

#### ~~xiv.~~ Reviews

- (1) If the appointee believes that the decision against reappointment was made in violation of academic freedom and rights or was procedurally inadequate, CAFR, upon petition by the appointee, will review the allegations and report to the President.
- (2) If the appointee believes that the decision against reappointment was based on inadequate consideration of the standards for continued service, the Associate Dean of the Faculty (faculty affairs) may review the evaluation.

## 2. Reappointment of Librarians

During the ~~second and~~ third year of service, Library faculty will be evaluated according to the same principles and procedures described herein for tenure-track faculty. In the sixth year, the evaluation process will include at least one faculty member from another department who indicates a willingness to serve, chosen by the Dean of the Faculty/Vice President for Academic Affairs in consultation with CAPT. For contracts beyond the sixth year, the reappointment procedure is that of the third year, with the department making a recommendation to the Dean of the Faculty/Vice President for Academic Affairs. In the case of a disagreement between the department and the Dean of the Faculty/Vice President for Academic Affairs, CAPT will provide an additional recommendation for the President's consideration. If the candidate is denied reappointment, the candidate may appeal if there is the support of two-thirds of the faculty who participated in the initial review (including the candidate) or of the Dean of the Faculty/Vice President for Academic Affairs. Appeals in the sixth year will be referred to CAPT for an additional recommendation to the President.

After the initial six years, Library faculty who are reappointed will receive contracts of alternating lengths of four and three years with reviews in the penultimate year of each contract. If the review is negative, the faculty member will be given a probationary contract, the minimal length of which will be one year. The length of the probationary contract can be extended by a recommendation of the Chair to the Dean of the Faculty/Vice President for Academic Affairs for a period not to exceed three years. Those on probationary contracts exceeding one year will receive annual reviews by the Chair and a full departmental review in the fall of the final year of the contract. Those on single year probationary contracts will be reviewed by the department in the fall of their probationary year. If the departmental review is negative and the Dean of the Faculty/Vice President for Academic Affairs concurs, the department member receives a terminal year. If the department and the Dean of the Faculty/Vice President for Academic Affairs disagree, the case is sent to CAPT for a third recommendation to the President.

## 3. Reappointment of Artists- and Writers-in-Residence

During the ~~second and third years~~ ~~(third year only in the case of shared appointments)~~ of service, Artists-in-Residence and Writers-in-Residence will be evaluated according to the principles and procedures described in the Faculty Handbook, Part One, Article VIII (Evaluation of Faculty for Continued Service and Advancement in Rank), Section D (Reappointment), number 1 (Reappointment of Full-Time Tenure-Track and Library Faculty to Professorial Ranks), except as noted below. In this process, each department shall follow its established procedures to evaluate candidates for reappointment. 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.

After the initial three years, Artists-in-Residence and Writers-in-Residence who are reappointed will receive an additional contract of three years, renewable, with a review in the

third year. If the review is negative and the Associate Dean of the Faculty (faculty affairs) concurs, the department member receives a terminal contract for a fourth year. In the case of a disagreement between the department and the Associate Dean of the Faculty (faculty affairs), the Dean of the Faculty/Vice President for Academic Affairs shall convene an ad hoc group of three current Department Chairs (excluding the Chair of the candidate's department), which shall provide a third recommendation. The Dean of the Faculty/Vice President for Academic Affairs makes the final reappointment decision. If the Dean of the Faculty/Vice President for Academic Affairs' decision is negative, the department member receives a terminal contract for a fourth year.

In the sixth year, the evaluation process shall be broadened to include references from outside the department. For contracts beyond the sixth year, the reappointment procedure is that of the third year, with the department making a recommendation to the Associate Dean of the Faculty (faculty affairs). In the case of a disagreement between the department and the Associate Dean of the Faculty (faculty affairs), the Dean of the Faculty/Vice President for Academic Affairs shall convene an ad hoc group of three current Department Chairs (excluding the Chair of the candidate's department), which shall provide a third recommendation. The Dean of the Faculty/Vice President for Academic Affairs makes the final reappointment decision. If the Dean of the Faculty/Vice President for Academic Affairs' decision is negative, the department member receives a terminal contract for a final year.

After the initial six years, Artists-in-Residence and Writers-in-Residence who are reappointed will receive contracts of alternating lengths of four and three years with reviews in the penultimate year of each contract, except for those on shared appointments who will be reviewed every three years. If the review is negative, the faculty member will be given a probationary contract of one year and will be reviewed by the department for contract renewal by February 15 of that year. (In the case of those on shared appointments who teach only in the spring, the date shall be April 15.) If the departmental review is negative, and the Associate Dean of the Faculty (faculty affairs) concurs, the faculty member will be informed by March 1 that the faculty member will receive a terminal, one-year contract. In the case of a disagreement between the department and the Associate Dean of the Faculty (faculty affairs), the Dean of the Faculty/Vice President for Academic Affairs shall convene an ad hoc group of three current Department Chairs (excluding the Chair of the candidate's department) who shall provide a third recommendation. The Dean of the Faculty/Vice President for Academic Affairs makes the final reappointment decision. If the Dean of the Faculty/Vice President for Academic Affairs' decision is negative, the department member receives a terminal one-year contract.

#### 4. Reappointment of Instructors

During the second and third year of service, Instructors 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.

##### ~~a. *Second Year*~~

- ~~i. At the end of the appointee's second year, the department shall determine whether or not it regards the appointee as a candidate for reappointment according to department procedures and shall inform the Associate Dean of the Faculty (faculty affairs) of its decision on or before May 31 of that year.~~
- ~~ii. By June 15 of the appointee's second year, the Dean of the Faculty/Vice President for Academic Affairs shall remind appointees not regarded as candidates for reappointment that their service terminates at the end of their third academic year.~~

##### ~~iii. Reviews~~

- ~~(A) If the appointee believes that the decision against reappointment was made in violation of academic freedom and rights or was procedurally inadequate, CAFR, upon petition by the appointee, will review the allegations and report to the Dean of the Faculty/Vice President for Academic Affairs.~~
- ~~(B) If the appointee believes that the decision against reappointment was based on inadequate consideration of the standards for continued service, the Associate Dean of the Faculty (faculty affairs) may review the evaluation.~~
- ~~(C) In either (A) or (B), the result of a finding in favor of the appointee will be to return to the department for reconsideration.~~

b. *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 or PPC Chair must submit, at a minimum, recommendation letter that summarizes (1) the department's or program's recommendation, positive or negative, and (2) the evidence supporting the recommendation 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.
- 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 (faculty affairs) 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 instructors, 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, Instructors who are reappointed will receive an additional contract of three years, renewable, with a review in the third year.

~~vi~~iii. Reviews

(A) If the appointee believes that the decision against reappointment was made in violation of academic freedom and rights or was procedurally inadequate, CAFR, upon petition by the appointee, will review the allegations and report to the Dean of the Faculty/Vice President for Academic Affairs.

(B) If the appointee believes that the decision against reappointment was based on inadequate consideration of the standards for continued service, the Associate Dean of the Faculty (faculty affairs) may review the evaluation.

(C) In either (A) or (B), the result of a finding in favor of the appointee will be to return to the department for reconsideration.



## 5. Reappointment of Teaching Professors and Full-Time Lecturers

- a. At the end of the appointee's first year in the case of a two-year contract and at the end of the second year in the case of a three-year contract, the department or program shall determine whether or not it regards the appointee as a candidate for reappointment according to the criteria set forth in Part One, Section VIII, C, 4 and 5 and department or program procedures, and shall inform the Associate Dean of the Faculty (faculty affairs) of its decision before May 31 of that year.
- b. Should the department decide not to renew the contract, by June 15 of the appointee's first year in the case of two-year contracts, and of the second year in the case of three-year contracts, the Dean of the Faculty/Vice President for Academic Affairs shall remind appointees not regarded as candidates for reappointment that their service will terminate at the end of the term under contract.
- c. If the appointee believes that the decision against reappointment was made in violation of academic freedom and rights or was procedurally inadequate, CAFR, under petition of the appointee, will review the allegations and report their findings regarding the allegations to the Dean of the Faculty/Vice President for Academic Affairs.
- d. If the appointee believes that the decision against reappointment was based on inadequate consideration of the standards for continued service, the Associate Dean of the Faculty (faculty affairs) may review the evaluation.
- e. In either (a) or (b), the result of a finding in favor of the appointee will be to return to the department for reconsideration.
- f. If the department and the Associate Dean of the Faculty (faculty affairs) differ, the Dean of the Faculty/Vice President for Academic Affairs will convene an ad hoc group, consisting of the Chairs of the other departments with Teaching Professors and full-time Lecturers, who will provide an additional perspective. The Dean of the Faculty/Vice President for Academic Affairs makes the final decision.
- g. If the Dean of the Faculty/Vice President for Academic Affairs' decision is negative, the Dean of the Faculty/Vice President for Academic Affairs 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.
- h. After the second two- or three-year contract, Teaching Professors and full-time Lecturers who are reappointed will receive an additional contract, the length of which will depend on departmental and institutional need. The extension can be for one, two, or three years. Additional reviews will happen every second or third year depending on the length of the new contract.

6. Other Non-Tenure-Track Appointments (Visiting Artist- or Writer-in-Residence, Lecturer, Visiting Instructor, Research Associate, Department Assistant)

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

**Rationale**

The Dean of the Faculty's office presents this motion for two primary reasons: 1) the frequency of our faculty evaluations is inconsistent with our peer institutions and, 2) we are committed to reducing the workload of department chairs/program directors (and other faculty) in reasonable and appropriate places.

Skidmore's *Faculty Handbook* is unique among New York Six schools in that it mandates three formal reviews of tenure line faculty: after the second year, during the third year (reappointment), and at the moment of tenure. All other NY6 schools require only two formal reviews (reappointment and tenure). In addition, the *Handbook* requires that renewable, non-tenure line faculty are also reviewed in the second and third years. Our position is that we have a tendency to "over-evaluate" our colleagues, resulting in certain climate challenges.

The COACHE data reveals that departments and programs are not as collegial and supportive as those at our peer institutions. There are a number of reasons for this, but one, we assert, is the frequency of evaluation. Moreover, it is clear that there exist notable variations in the seriousness with which some departments/programs approach the second year review moment—some departments/programs take it seriously, while others do not—and that those variations breed frustration, contempt, confusion, and disillusionment.

In addition, the Dean of the Faculty's office is keen on reducing the workload of department chairs, program directors, and other faculty. The benefits of the formal second year review (especially given that department chairs/program directors still must write annual letters of evaluation for second year faculty *and* the fact that the reappointment moment occurs just one semester later) is outweighed by the extensive work that must be undertaken. We believe this is a reasonable and appropriate place to reduce the workload so that faculty can better allocate their time to teaching, scholarship/creative work, and service.