

FACULTY MEETING  
April 30, 2021

**MOTION**

The Promotions Committee moves that the Faculty Handbook (Part One, VIII, F. 2.viii.—p. 132) be amended as follows: [*Deleted language is struck through. New language **in bold**. There are three housekeeping edits in underlined bold.*]

Promotion files shall include the following:

- (1) an updated CV, which makes clear what has been achieved since the last promotion.
- (2) all scholarly, creative, or professional materials produced since the last promotion; **the candidates may add some earlier materials for purposes of context or to show continued growth. The candidates may wish to seek letters from Skidmore colleagues outside their department/program qualified to speak to their professional accomplishment. Candidates may also wish to include a statement about achievements and works in progress. The candidate shall include a Research/Artistic Statement, which articulates the significance, scope, and future directions of scholarly/creative work.**
- (3) the ten most recent ~~consecutive~~ semesters of teaching evaluations. For purposes of context, the candidate may wish to include other evaluations. The candidate shall also add copies of syllabi, and may include assignments and handouts. The candidate ~~may also wish to append a statement about teaching goals and philosophy~~ **shall include a Teaching Statement, which articulates teaching goals and methodologies, and charts one's development as a teacher over time.** The file may include peer evaluations of teaching.
- (4) a cover sheet showing courses taught, sabbatical leaves, and any course releases over the previous six years.
- (5) service credentials presented within the context of the broad statements about service in Part One (Faculty Rights and Responsibilities), Article VIII (Evaluation of Faculty for Continued Service and Advancement in Rank), Section A (Tenure-Track Faculty, Community Service). The candidate may wish to provide relevant documents and seek letters from Committee Chairs or members who can speak about the quality and extent of service. **The candidate shall include a Service Statement, which articulates service goals and accomplishments that demonstrate a record of sustained, significant, and effective service to the college.**
- (6) **Annual Reports for the past six years.**

ix. Candidates for promotion may solicit letters on their behalf from reviewers familiar with their credentials from outside the college. Such letters ~~may come directly to PC, or~~ go to the Department Chair or Program Director and then to PC as part of the candidate's dossier. Letters mandated by the department/program must also be transmitted to PC.

**Rationale:** The Promotions Committee recommends these small but strategic changes to language, which are justifiable and important in several respects. First, they bring the Handbook into alignment with what has become common practice at the college. Second, transparent communication and standardized guidance concerning the building of personnel review files help to level the playing field. It is possible that what is common practice is not reliably understood by or communicated to all members of our community. The specific mandating of three statements (scholarship/creative, teaching, service) and Annual Reports gives PC useful information about the candidate and provides an invaluable opportunity for the candidate to shape the understanding of their professional record. In sum, this motion is in service to the Promotions Committee's commitment to ensuring a fair and equitable review process.