

Faculty Handbook: Promotion to Full
Revised language (clean version)
Revised by Promotions Committee, February 2025

F. Promotion

1. Guidelines for Advancement in Rank

a. Promotion to the rank of Associate Professor accompanies the granting of tenure.

Faculty at the rank of Assistant Professor, based on prior full-time teaching employment at Skidmore or at other colleges or universities, may become candidates for promotion to Associate Professor and for tenure as early as the beginning of the fall term of their fourth year of full-time service as faculty members of Skidmore. The criteria for promotion to the rank of Associate Professor are those for tenure.

b. Promotion to the rank of Full Professor is awarded based on a pattern of engagement and achievement in teaching, scholarship/creative work, and service while in the rank of Associate Professor. Faculty members normally will have completed at least five years of full-time employment in the rank of Associate Professor before standing for promotion to Full Professor. Standing for promotion at an earlier time should only occur when the candidate's record in teaching, scholarship/creative work, and service is exceptional. Appropriate terminal degree (or its professional equivalent) normally is required.

To merit promotion to Full Professor, faculty members must present evidence of having met relevant standards in three areas: teaching, scholarship/creative work, and service. Successful candidates will have taken on an increased share of service responsibilities since their last promotion, in addition to continuing their development as teacher-scholars.

More precisely, candidates for promotion to Full Professor must demonstrate the following since their promotion to Associate Professor (see Section VIII for evaluative criteria in all three areas as well as definitions of terms):

- sustained high-quality teaching across the features of Motivation and Mentoring, Expertise, Course Design and Delivery, and Fostering Student Learning.
- sustained and significant engagement with the candidate's discipline(s), continued development as a scholar or artist, and evidence of success in completing some substantial aspect(s) of their research or artistic agenda beyond the accomplishments at the time of promotion to Associate Professor.
- sustained, significant and effective contributions in service, including service that sustains the College.

The College acknowledges that successful candidates can differ in patterns of strength across these three categories; however, the College expects engagement and achievement in all three areas since promotion to Associate Professor, and high-quality teaching remains paramount.

2. Procedures for Promotion

a. Professorial Ranks

i. Promotions are granted by the Board of Trustees upon the recommendation of the President, who consults as necessary with the Dean of the Faculty/Vice President for Academic Affairs, the Associate Dean of the Faculty (faculty affairs), ATC and PC, and the Chair of the department concerned. Except in the case of the Library faculty, ATC's and PC's role in promotion is limited to full-time and shared tenure-track appointments to professorial ranks.

ii. Consideration for promotion to Professor may be initiated by the candidate, or the Department Chair or Program Director in consultation with the Associate Dean of the Faculty (faculty affairs) or PC. The Associate Dean of the Faculty (faculty affairs) in consultation with the Dean of the Faculty/Vice President for Academic Affairs may also decide to nominate a candidate for promotion consideration. In such a case, the department/program is obliged to consider the candidate's credentials and to present its recommendation to PC. Nomination by the Associate Dean of the Faculty (faculty affairs) for such consideration does not presuppose a successful outcome for the candidate. The Associate Dean of the Faculty (faculty affairs) may initiate promotional consideration in the case of Department Chairs/Program Directors. The Department Chair, the Program Director, or the Associate Dean of the Faculty (faculty affairs) shall detail the consultation procedures employed within the department when recommending a promotion.

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vii. 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 submission of the file supporting the last successful promotion candidacy; 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. The candidate shall also include a Research/Artistic Statement, which articulates the significance, scope, and future directions of scholarly/creative Work.

(3) the twelve most recent 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 shall include a Teaching Statement, which articulates teaching goals and methodologies, and charts one's development as a teacher over time.

(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.