Appointments and Tenure Committee (ATC) OPERATING CODE 2018-2019

Members of ATC:

Michael Arnush, Classics Kim Frederick, Chemistry Kate Leavitt, Art Reg Lilly, Philosophy Daniel Nathan, American Studies

Eligibility

1. Only full

evaluation of the candidate's professional	work. Similar l	etters will also be	sent to the

10. The Chair of ATC

- 18. When the ATC disagrees with the unanimous or near-unanimous recommendation of a department, the Chair of ATC will meet with the chair of that department, if the department chair requests a meeting.
- 19. The President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees and the ATC informs the AAC of the recommendations it made to the President. The Board makes final decisions to grant tenure.
- 20. The ADOF will convey the decision of the Board of Trustees to the candidate and to the candidate's chair on or before the Monday after Commencement.

REAPPOINTMENT: Third Year

Procedures for third-year reappointment are stipulated in the Faculty Handbook, Part One, Section VIII. D. 1. b.

- 1. If a department regards the appointee as a candidate for reappointment, it must submit its recommendation, positive or negative, with supporting evidence to the ADOF on or before January 9 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 or ID program concerned (in the ranks defined in Part One, VI. A and E.2b) who are in at least their third year of full-time service at Skidmore, and (where appropriate) program directors.
- 2. The ADOF must decide by February 5 whether to recommend to the DOF/VPAA a further three-year contract or termination of the individual's service. The ADOF shall base this recommendation on the evidence submitted by the candidate's department, and on the standards of excellence the ADOF maintains for the faculty as a whole.
- 3. The ADOF will report reappointment decisions to ATC by February 5.
- 4. If a disagreement occurs between the recommendations of the department and the ADOF, ATC will review the candidate's file and make a third recommendation to the DOF/VPAA by February 26.
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- ATC calls a meeting of new members of the faculty on an accelerated tenure clock and their chairs and the ADOF early in the spring semester to explain in detail the reappointment and tenure system at Skidmore.
- 3. ATC calls a meeting in March with the ADOF and the chairs (only) of newly reappointed faculty and of next year's tenure candidates to discuss the tenure system at Skidmore in detail.
- 4. ATC reports to the faculty about matters of ongoing concern and as the need to consult or inform the faculty arises.
- 5. ATC reviews sections of the Faculty Handbook relating to ATC responsibilities when necessary.
- 6. ATC meets at least once each year with the Academic Affairs Committee of the Board of Trustees and at the call of the Board.
- 7. ATC conducts an annual review of its Operating Code, Calendar, and the TAC Operating Code and distributes them to the faculty and administrative officers at the beginning of the academic year.
- 8. ATC confers with the President, the DOF/VPAA, the ADOF and the Trustees on matters of common concern.
- 9. ATC attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee.
- 10. If ATC is charged by an individual with a violation of academic freedom and rights, ATC meets with CAFR and cooperates with CAFR's inquiry and investigation to the fullest extent possible.
- 11. ATC makes an annual report, in writing, to the faculty at the end of the academic year.

CONFIDENTIALITY

All committee discussions and documents are strictly confidential. Members of ATC shall not discuss the committee's deliberations with any member of the faculty or administration except under official circumstances (see Facul