

# Overview of the Tenure Process

Spring 2024

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- Preparing a Tenure File
- Key Dates
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# Key Documents

- [Faculty Handbook](#) (On DOF-VPAA website)
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# Criteria for Tenure

- **Faculty Handbook**

The most relevant pages are 112-117 and 124-130 in Part One Section VIII

# Preparing a Tenure File

- [Procedures for Creation and Maintenance of Faculty Academic Portfolios](#) (On DOF-VPAA website)
- [Guidelines on Assembling Materials for Tenure](#) (On DOF-VPAA website)

# Key Dates: Third-Year Reappointment

# Key Dates: Tenure

- Dates for the 2023-2024 academic year:
  - April 1: Deadline for deciding to stand for tenure early in cases in which candidates have previous years of experience at another institution or in a non-tenure track position at Skidmore.
  - May 15: Deadline for requesting tenure clock extension for

# General Suggestions/Advice

- Start your tenure dossier any time and add to it. For example, keep a document with your service activities.
- Construct your tenure dossier to highlight your career trajectory as a teacher/scholar/citizen. Everyone is different.
- Document your development, as well as any special challenges, in your Annual Reports. Use these reports to help you remember what to highlight in your tenure dossier.
- Note that Department Chairs/Program Directors are obligated to provide annual letters to pre-tenure faculty.
- Peer evaluation can provide additional useful information on your progress as a teacher. Consider partnering with another faculty member to visit each other's classes.
- Begin considering possible external reviewers early.
- Reach out to Department/Program colleagues, ATC, the DOF/VPAA Office, and other faculty across the College with questions regarding tenure.

# Questions/Discussion