

**FACULTY MEETING**  
**November 3, 2017**

**MOTION**

**Motion:** The Faculty Executive Committee, the Committee on Appointments, Promotions, and Tenure, and the Dean of the Faculty's Office moves to (1) adopt the proposal to reconfigure the structure of the Committee on Appointments, Promotion, and Tenure (CAPT), (2) to create a separate Promotion Committee, (3) to alter the CAPT and Promotion Committee calendar, and (4) to approve the Faculty Handbook language changes consistent with this restructuring as follows:

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Endowed Chairs are appointed by the Dean of the Faculty/Vice President for Academic Affairs in consultation with ~~CAPT~~ **the Promotion Committee**, the Department, and, when applicable, the Program concerned. Appointment to an endowed chair is a mark of distinction conferred by the institution upon a current faculty member or, less typically, upon a faculty member expressly hired into the chair. Term lengths may vary in accordance with donor wishes and program needs. Support for endowed chairs may enable the College to appoint individual faculty in several rotating configurations: rotation within a department or discipline or rotation across departments in a division, e.g., the sciences, the humanities, etc. Support for endowed chairs may also make possible residencies of varying lengths to allow programs at the College to supplement current offerings.

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iv. The Chair, in the letter of evaluation for the candidate, shall clearly state the procedures employed in reaching a departmental recommendation. The Chair shall clearly state whether the department does or does not recommend for tenure, and why, according to the criteria for continued service. Furthermore, the Chair shall clearly state the extent to which a candidate's particular abilities will continue to be needed, as far as the department's future can be projected.

**f. Should the five members of CAPT who are reviewing a case vote against a positive recommendation, an additional step is triggered prior to the committee reporting its recommendation to the President and the Dean of the Faculty/Vice President for Academic Affairs—**

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Notice of the Board of Trustees' decision regarding tenure must be given on or before March 1 of the

2. The Tenure Appeal Committee will hear testimony from an advocate designated by the candidate. The advocate may be a person in the candidate's department, the candidate's Chair, a Skidmore

for service. There is, then, an expected trajectory of service from untenured faculty, whose service is expected to be relatively modest, to Full Professors, who are expected to be the sustaining pillars of college service.

More precisely, a candidate for promotion to Full Professor must demonstrate the following:

- x sustained high-quality teaching across the range of assigned courses so as to show mastery of the craft of teaching in the candidate's areas of competence. As accomplished teachers, Full Professors are expected to excel in their own classes and, as reflective practitioners of the craft, should also be able to serve as a teaching resource for other faculty. Full Professors are expected to remain committed to their own continuing development as teachers.
- x a record of 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 research or artistic agenda beyond the candidate's accomplishments at the time of promotion to Associate Professor. Through their research or creative work, Full Professors are expected to have developed a mature perspective on their field(s) that enables them to situate both their own work and the work of their students in the landscape of their discipline(s). Full Professors are also expected to continue their engagement with their scholarly or artistic discipline(s).
- x a record of sustained, significant, and effective contributions in service. The college as a community cannot flourish without the contribution of senior faculty. Accordingly, given the college's commitment to faculty in their tenuring, senior faculty are expected to play a leading role in the service that sustains the college community.

## 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), CAPT, **the Promotion Committee**, and the Chair of the department concerned. Except in the case of the Library faculty, CAPT's **and the Promotion Committee's** role in promotion is limited to full-time and shared tenure-track appointments to professorial ranks.
- ii. Faculty may stand for promotion at their discretion. Consideration for promotion may be initiated by the Department Chair in consultation with the Associate Dean of the Faculty (faculty affairs), CAPT, **and/or the Promotion Committee**. 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 is obliged to consider the candidate's credentials and to present its recommendation to ~~CAPT~~ **the Promotion Committee**. 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. The Department Chair or the Associate Dean of the Faculty (faculty affairs) shall indicate the consultation procedures employed within the department when recommending a promotion.
- iii. ~~By March 15, the Dean of the Faculty/Vice President for Academic Affairs shall provide Department Chairs with a list of faculty in their departments who have been at the rank of Associate Professor for seven years or more. The Dean of the Faculty/Vice President for Academic Affairs shall provide CAPT with a list of all faculty who have been at the rank of Associate Professor for seven years or more. All Chairs shall assess eligibility of Associate Professors at least every two years after they have served seven years in rank.~~
- iv. In the case of a promotion candidate appointed 100 percent to an ID program, the ID Program Director shall perform those functions normally assumed by a Department Chair, and faculty on

the ID PPC shall be consulted and shall write letters. All these letters shall be forwarded to ~~CAPT~~ the Promotion Committee.

- V. For proportional tenure-track faculty appointments that are shared between two departments, a department and an ID program or two ID programs, ~~CAPT~~ the Promotion Committee will secure information concerning a candidate from all members of the ID Program Personnel Committee(s) and from all faculty in the department(s) involved. The Department Chair will represent the department's position and the Program Director(s) (or PPC Chair if the Director is the candidate) will represent the Program(s) position.
- VI. Candidates being considered for promotion shall be sent a written notice by the Chair of ~~CAPT~~ the Promotion Committee that they are candidates for promotion.
- VII. All full-time faculty and those holding shared appointments in the departments concerned and in at least their third year of service (in ranks defined in Part One, Article VI [Appointments to the Faculty], Sections A [Tenure-Track Appointments] and E [Non-Tenure-Track Appointments], number 2b [Artist- or Writer-in-Residence] shall be consulted and shall write letters to the Chair. The Department Chair must also request letters from Program Directors and from other Department Chairs if the candidate has offered courses in other programs or departments. Individuals writing letters of evaluation for the candidate shall clearly state whether they do or do not recommend promotion, and why, according to the criteria for continued service. The Chair's letter shall present the Chair's individual position as well as the department's. All these letters shall be forwarded to ~~CAPT~~ the Promotion Committee.

the candidate's dossier. Letters mandated by the department muierto(t)2.9 ( )al2.9 ( )5.5 (so-4.1 (e7A5 (so-4.1 (e7A5

Revisions to some parts of Part One (Faculty Rights and Responsibilities) of the Faculty Handbook are reviewed by CAPT for its recommendations prior to a faculty vote.

Membership: ~~Six~~ **Eight** faculty members with tenure, **two each from the different divisions and no**

TENURE APPEAL COMMITTEE