The Promotions Committee moves that the list of required components of a promotion file in the Faculty Handbook (Part One, Article VIII, F, 2, a, vii, (2)) be amended as follows (deleted text is ~~struck out~~; new text is in):

Promotion files shall include the following:

an updated CV…

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. The candidate shall also include a Research/Artistic Statement, which articulates the significance, scope, and future directions of scholarly/creative work.

the ten most recent semesters of teaching evaluations…

The current wording (all scholarly, creative, or professional materials produced) puts in doubt the status of materials produced in the interim between the assembly and submission of the candidate's last successful promotion file (due in early December) and the official awarding of that promotion (by the Trustees at their May meeting), resulting in a "lost year." These materials are not part of the previous promotion file, but they were produced before the previous promotion was made official. The purpose of this "housekeeping" amendment is to make clear that such materials should be included in the subsequent promotion file.