

# Appointments & Tenure Committee 2020-2021 Academic Year Calendar

All dates refer to the 2020-2021 academic year unless otherwise noted.  
If no specific date is given, the event may take place any time in the appropriate month.

## Acronyms:

- ADOF = Associate Dean of the Faculty with responsibilities for tenure-track personnel
- ATC = Appointments and Tenure Committee
- CPD = Chair or Program Director
- DOF/VPAA = Dean of the Faculty/Vice President for Academic Affairs
- TAC = Tenure Appeal Committee
- TRB = Tenure Review Board

## JUNE 2020

By June 1

- CPDs of tenure candidates send requests to external reviewers for letters evaluating the candidate's work, and send a list of these reviewers (with contact information including address, telephone number, and email address) to Sue Blair in the Office of the DOF/VPAA. **Note:** This would have occurred ~~May 20~~, but the schedule was modified for 2020 because of the COVID-19 pandemic.

## JULY 2020

- The ATC Chair sends the ATC Calendar, ATC Operating Code, and TAC Operating Code to the Office of the DOF/VPAA for inclusion in the Chair/Program Director Handbook.
- By July 31, ATC finds substitutes who can participate in any cases where an elected member is recused. Replacements for such cases will be identified from recent members of ATC, CAPT, and the Tenure Review Board. The first eligible faculty member will be chosen from a list beginning with the past members of the named groups who have most recently heard a case. If multiple substitutes from the same year are available, ATC will attempt to make a selection that preserves the representation of all four divisions.

## AUGUST 2020

By August 31, 4:30 pm

- Candidates for tenure submit materials in evidence of teaching effectiveness and professional and service accomplishments to the Office of the DOF/VPAA by August 31 at 4:30 pm Eastern Time. Digital materials are uploaded to theSpring, and any (optional)

- The ADOF announces to all faculty that the annual meeting of ATC for new tenure-track members of the faculty, their chairs, and the ADOF will occur in February.
- ATC deliberates and consults with the DOF/VPAA and ADOF about administrative appointments/reviews anticipated in the year ahead. (Any review must be initiated no later than November 1.)
- The ADOF informs ATC of any special arrangements regarding chairs or personnel committees in tenure cases.

By September 5

- The Chair of ATC sends a letter listing tenure candidates for the year to the President with a copy to the DOF/VPAA and ADOF.
- CPDs request letters from full-time faculty members in at least their third year of full-time service at Skidmore College and other individuals deemed appropriate. These department letters are due to Chairs and Directors on October 1.
- CPDs request letters from reviewers internal to Skidmore, and invited by the candidate, and a list of those reviewers with contact information is sent to the DOF/VPAA (Sue Blair). These "internal" letters are due to Chairs and Directors on October 1.

By September 10

- CPDs forward external letters reviewing tenure candidates to the Office of the DOF/VPAA office (c/o Sue Blair).

By September 24

- Faculty members appointed to committee to review an administrative officer begin consulting with the President, the administrative officer being reviewed, and the Faculty Executive Committee.

## **OCTOBER 2020**

By October 1

- CPDs forward department letters, internal letters, and their own letters to the DOF/VPAA Office (c/o Sue Blair).
- The Chair of ATC sends to tenure candidates a list of names of all those whodid 1001 Tc 0.50 Tc 0 T.100 c -0.005 Tw

By February 25

- In case of a disagreement between a department and the ADOF on a third-year reappointment, ATC presents a third opinion to the DOF/VPAA.

## **MARCH 2021**

- ATC meets with next year's tenure candidates and newly reappointed faculty and their Department Chairs and Program Directors.

By March 1

- The ADOF notifies Department Chairs and Program Directors regarding tenure recommendations; Chairs and Directors immediately notify tenure candidates.

By March 21

- Petition for tenure review due to TRB.

## **APRIL 2021**

- ATC holds an information session with CPDs who have candidates coming up for tenure procedures for tenure, with an emphasis on the process and content of tenure letters.

By April 1

- TRB conveys its decision to the President, DOF, ATC, department chair/program director, and candidate.

By April 15

- If TRB determines a tenure case should be reassessed, the candidate submits relevant materials to TAC.

Starting April 16 (Must be concluded by May 1)

- TAC deliberations take place (can include meeting with candidate).

By April 24

- The ADOF delivers a list of next year's tenure candidates to ATC.

By April 25

- ATC sends a letter to tenure candidates with a list of due dates.

## **MAY 2021**

- Committees of

## June 2021

By June 1

- CPDs of tenure candidates send requests to external reviewers for letters evaluating the candidate's work, and send a list of these reviewers (with contact information including address, telephone number, and email address) to Sue Blair in the Office of the DOF/VPAA.)