

## CAPT OPERATING CODE 2011-2012

### Members of CAPT:

Greg Pfitzer, American Studies (chair)  
Carolyn Anderson, Theater  
Mark Hofmann, Mathematics and Computer Science

## Eligibility

1. Only full-time members of the teaching faculty and those in shared positions (a.k.a. shared appointments) may be considered for tenure.
2. Full-time members of the teaching faculty, who are at the rank of assistant professor or above and who are in their sixth year of full-time service at Skidmore, shall be candidates for tenure.
3. Faculty members in shared positions will be considered ~~not~~ individually but usually simultaneously as early as their sixth year or as late as their ninth year of service at the College.
4. Faculty members who were appointed at the time of hire to the rank of associate or full professor without prior tenure, may choose to become candidates for tenure in their fifth year of service at Skidmore.
5. Faculty member appointed at the time of hire to the rank of associate or full professor with tenure at their previous institution may choose to be considered for tenure as early as the fall term of their second year of service as faculty members at Skidmore.
6. The status of tenure consideration of faculty member appointed at the time of hire as Chair of a department ail(c)-4d [(C)-11t -7.17 -.C -10(y0o)10

4. By September, CAPT will send letters requesting information and recommendations to the persons in the Skidmore community suggested by the candidate requesting their evaluation of the candidate's professional work. Similar letters will also be sent to the chair of the appropriate department and to those full faculty members (and those with shared appointments) in the candidate's department and/or ID program (in the ranks defined in Part One, V Categories of Appointments to the Faculty, Topics A, Tenuretrack appointments and E.2b. Artist or Writers in residence, with the exception of those faculty holding full-

Part One Faculty Rights and Responsibilities, Article VI Evaluative Criteria for Continued Service, Topic A Tenure Track Faculty).

CAPT also requests from the DOF and the chairs of the departments concerned clear printouts of the all College teaching evaluation summaries and departmental long form teaching evaluations for each semester and copies of the annual reports of activities.

7. If CAPT deems it appropriate, it will request information from other faculty members who have been closely associated with the candidate and from administrative officers such as Program Director, Associate Deans of Faculty, Director of Academic Advising, and Dean of Student Affairs, who may be in positions to offer information about a candidate's participation in interdisciplinary programs, co curricular activities, and academic advising,
8. Candidates for tenure may submit a letter on their own behalf.
- 9.





chairs by October 2, reminding them of the January 27 deadline for recommendations and referring them to the Faculty Handbook, Part One, Section XI. Promotion. A. Professorial Ranks, 2. Guidelines for Advancement in Rank, and Section VI. A., Evaluative Criteria for

## APPOINTMENTS

When CAPT deems it appropriate, it will ask to be consulted on certain ~~administrative~~ and faculty appointments. In such cases, CAPT will expect the Search Committee (or whoever is in charge of the search) to provide information that is sufficient to ensure a meaningful consultation.

### Endowed Chairs

Endowed chairs are appointed ~~by~~ the VPAA in consultation with the DOF, the CAPT, the Department and any academic Program deemed by CAPT to be sufficiently relevant. In order to assist CAPT in its consideration of candidates for endowed chairs:

1. The VPAA's office will supply CAPT with the letters of nomination for candidates for endowed chairs.
2. The VPAA's office will supply CAPT with the CVs of candidates for endowed chairs and, when CAPT deems appropriate, teaching evaluations.
3. CAPT may also request other information from the DOF, the Department or Program, members of the faculty and/or administration.

### Senior Academic and Administrative Officers

If CAPT deems it appropriate it will ask to consult with the Board of Trustees, the President, the VPAA or the DOF on the appointments ~~of~~ or academic and administrative officers.

In the event of the appointment of a President, VPAA, DOF, or other ~~appointed~~ officer:

1. CAPT expects that:
  - a. CAPT will be consulted prior to the formation of a search committee.
  - b. the search committee will provide CAPT with credentials of all candidates invited to campus.
  - c. the search committee will provide credentials of the other candidates on its  
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