

## **CAPT OPERATING CODE 2015-2016**

### Members of CAPT:

Michael Eckmann, Mathematics and Computer Science

Patricia Fehling, Health and Exercise Science

Debra Fernandez, Dance

Kim Frederick, Chemistry (Fall 2015)

Matthew Hockenos, History (on sabbatical Fall 2015)

Mehmet Odekon, Economics (chair, Fall 2015)

Pushi Prasad, Management and Business

**FUNCTION:** To represent the faculty on administrative appointments and reviews and on faculty appointments, promotions, tenure, and termination of service, and to make recommendations on these matters to the appropriate administrative officer. The administration shall consult CAPT to determine which administrative personnel decisions the committee judges to require faculty representation. Special meetings with the President and the

## **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 for te

4. By September 7, 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-time faculty members (and those with shared appointments) in the candidate's department and/or ID program (in the ranks defined in Part One, Section VI.A and E.2b) with the exception of those faculty holding full-time administrative appointments) who are in at least their third year of full-time service at Skidmore. Individuals writing letters are directed to Faculty Handbook, Part One, Section VIII. A.) CAPT informs those persons writing letters that "the candidate may have access to your letter after the tenure decision is made. Members of the Tenure Review Board may have access if the candidate petitions for review of a negative recommendation, and the candidate's advocate may have access in the event that a review of a negative recommendation by CAPT is granted. In addition, the Committee on Academic Freedom and Rights (CAFR), the Assistant Director for Equal Employment Opportunity and Workforce Diversity (ADEWD), and the Faculty Advisory Board (FAB) may also have access if a charge of violation of academic freedom and rights or a violation of anti-harassment policies requires it."
5. By September 7, CAPT will send a list of candidates for tenure to the President, with copies to the Dean of Faculty and Vice President for Academic Affairs (DOF/VPAA) and the ADOF.
6. By September 7, CAPT will request that the candidate's department chair or, if the



17. When the CAPT disagrees with the unanimous or near-unanimous recommendation of a department, the Chair of CAPT will meet with the chair of that department, if the department chair requests a meeting.
18. The President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees and the CAPT informs the AAC of the recommendations it made to the President. The Board makes final decisions to grant tenure.
19. The ADOF will convey the decision of the Board of Trustees to the candidate and to the candidate's chair on or before March 1.

***REAPPOINTMENT: Second Year***

Procedures for second-year reappointment are stipulated in the Faculty Handbook, Part One, Section VIII. D. 1. a.

1. At the end of the appointee's second year, the department determines whether or not it regards the appointee as a candidate for reappointment, according to departmental procedures and the evaluative criteria set forth in Part One, Article VIII. Section A., with particular emphasis on teaching effectiveness. The department informs the Associate Dean of the Faculty of its decision on or before May 31 of the appointee's second year. In the case of proportional appointments (Part One, Article VI, Section C), each program and/or department involved shall inform the Associate Dean of the Faculty of its decision on or before May 31.
2. By June 15 the Associate Dean of the Faculty reminds appointees not regarded as candidates for reappointment that their service terminates at the end of their third academic year.
3. The candidate has the right of access to, but may not photocopy, the written materials sent to the ADOF by the department. If the appointee believes that the decision against reappointment was based on inadequate consideration of the standards for continued service, the Associate Dean of the Faculty may review the evaluation. If the ADOF finds in favor of the appointee, the case is returned to the department for reconsideration.
4. In a case where the disagreement between the department and the ADOF cannot be resolved, the CAPT will review the candidate's file and make a third recommendation to the DOF/VPAA. This recommendation will be made on, but preferably before, September 30, as the CAPT's first order of fall business.
5. The DOF/VPAA decides to accept or reject recommendations in all cases presented. The decision on the candidate shall be announced as soon as possible to the departments concerned, but in no case later than October 15.

***REAPPOINTMENT: Third Year***

Procedures for third-year reappointment are stipulated in the Faculty Handbook, Part One, Section VIII . D. 1. b.

1. If a depar

before the expiration of the appointee's third year  
letter from the chair and letters from full-time faculty and those holding shared  
appointments in the department or ID program concerned (in the ranks defined in Part  
One, VI. A and E.2b) who are in at least their third year of full-time service at  
Skidmore, and (where appropriate) program directors.

2. The ADOF must decide by



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

In the event of the appointment of a President, DOF/VPAA, or other board-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 “short list” to CAPT in the event that only one candidate is invited to campus.
2. CAPT will provide the search committee, and, if appropriate, the Board of Trustees with recommendations about the candidates it has considered.

#### ***OTHER RESPONSIBILITIES OF CAPT***

1. CAPT calls a meeting of new members of the faculty, their chairs, and the ADOF early in the spring semester to explain in detail the reappointment and tenure system at Skidmore.
2. CAPT calls a meeting in March with the ADOF and the chairs (only) of newly reappointed faculty and of next year’s tenure candidates to discuss the tenure system at Skidmore in detail.
3. CAPT calls a meeting in March or April of those faculty who have been reappointed to a second three-year tenure track contract to explain in detail the tenure system at Skidmore.
4. CAPT holds a meeting before October 9 for chairs, faculty eligible for promotion, and other interested parties to review promotion procedures, guidelines, and criteria.
5. CAPT reports to the faculty about matters of ongoing concern and as the need to consult or inform the faculty arises.
6. CAPT reviews sections of the Faculty Handbook relating to CAPT responsibilities when necessary.
7. CAPT meets at least once each year with the Academic Affairs Committee of the Board of Trustees and at the call of the Board.
8. CAPT conducts an annual review of its Operating Code, Calendar, and the TAC Operating Code and distributes them to the faculty and administrative officers at the beginning of the academic year.
9. CAPT confers with the President, the DOF/VPAA, the ADOF and the Trustees on matters of common concern, including the granting of honorary degrees.



10. CAPT attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee.
11. If CAPT is charged by an individual with a violation of academic freedom and rights, CAPT meets with CAFR and cooperates with CAFR's inquiry and investigation to the fullest extent possible.
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