

## **CAPT OPERATING CODE 2016-2017**

Members of CAPT:

Michael Eckmann, 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 for tenure 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 members 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 members appointed at the time of hire as Chair of a department will be determined by their rank at the time of appointment and whether or not they had prior tenure.

## **Procedures for Granting Tenure**

1. By April 22 the Associate Dean of Faculty (ADOF) supplies CAPT with a list of current faculty members eligible for tenure in 2016-2017 with dates pertaining to length of service and status.
2. In March or April, CAPT will meet with faculty members eligible for tenure. By May 1, CAPT will contact faculty members eligible for tenure, requesting by May 6, names of referees outside the Skidmore community and by September 1, and names of referees inside the Skidmore community. CAPT states in this letter that it will also consult 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, Article VI, Sections A and E.2b) who are in at least their third year of full-time service at Skidmore. CAPT will also contact program directors indicated by the candidates, and other individuals as deemed appropriate.
3. By May 20, CAPT will send letters to referees outside the college community suggested by the candidate requesting their evaluation of the candidates' professional work.

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 candidate's appointment is 100% in an ID Program, the ID Program Director (or ID Program Personnel Committee Chair if the Director is the candidate) or, if the candidate's appointment is shared between departments or ID Programs, the department Chair and the Program Director(s) (or PPC Chair if the Director is the candidate) provide letters that assess the candidate's credentials related to teaching effectiveness, professional accomplishment, and college service from the perspective of both an individual colleague and as department chair or ID Program Director.

Individuals writing letters of evaluation shall clearly state whether they do or do not

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8. If CAPT deems it appropriate, it might gather further information regarding the scholarship of tenure and promotion candidates using on-line resources.
9. Candidates for tenure may submit a letter on their own behalf.
10. The Chair of CAPT will prepare for each tenure candidate a folder containing relevant materials obtained from the candidate's department chair and all letters received from sources referred to above. The Chair of CAPT is responsible for ensuring those folders are complete insofar as the requested information is available. The Chair of CAPT will also create a file for any unsolicited letters. CAPT will treat all such material as confidential, and the Chair will deposit these folders in the CAPT Reading Room with instructions strictly to preserve their security.
11. Within seven days of CAPT's deadline for receipt of the chair's and the faculty's recommendations, the Chair of CAPT will send the tenure candidates a list of names of those who have written unsolicited letters about the candidates.
12. Each member of CAPT will read confidential folders of all candidates for tenure in preparation for the committee's deliberations.
13. CAPT will consider its recommendations during the period from September 30 through November 25. The committee meets with the DOF/VPAA and the ADOF at least once before the committee votes on the cases and presents its recommendation to the administration. At this meeting, the ADOF provides his/her perspective; members of the CAPT may ask questions.
14. CAPT may also meet with other administrators during its deliberations.
15. CAPT may meet with candidates for tenure and with department members as it deems necessary.
16. CAPT will make its recommendations in writing to the President, the DOF/VPAA and the ADOF by November 25. After the ADOF and the DOF/VPAA have deliberated about CAPT's recommendations, the DOF/VPAA and/or the ADOF may request to meet with the CAPT, at which time, CAPT, without revealing individual positions, will provide reasons for the committee's recommendations. CAPT may also request an additional meeting. The President may also request a meeting with CAPT to discuss its

Department chairs will notify the candidates immediately. Candidates who are not recommended may request a meeting with the ADOF and the Chair of CAPT.

18. 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.
19. 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.
20. 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, SeptemF

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

1. If a department regards the appointee as a candidate for reappointment, it must submit its recommendation, positive or negative, with supporting evidence to the ADOF on or before January 15 of the appointee's third year. This evidence must include a cover 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 February 15 whether to recommend to the DOF/VPAA a further three-year contract or termination of the individual's service. The ADOF shall base this recommendation on the evidence submitted by the candidate's department, and on the standards of excellence the ADOF maintains for the faculty as a whole.
3. The ADOF will report reappointment decisions to CAPT by February 15.
4. If a disagreement occurs between the recommendations of the department and the ADOF, CAPT will review the candidate's file and make a third recommendation to the DOF/VPAA by February 25.
5. The DOF/VPAA shall make the decision whether or not to follow the recommendation in all cases presented. The ADOF will communicate the decision to the candidates and their department chairs. The ADOF shall offer further three-year contracts to successful reappointment candidates by March 1.
6. A candidate for reappointment to whom a further three- year contract is not offered in the third year shall receive written notice of a terminal one-year appointment from the ADOF by March 1.

### ***PROMOTIONS***

CAPT completes its deliberations by March 18. Promotions are announced after the May Board of Trustees' meeting

#### **Recommendation for Promotions**

By October 11, CAPT, along with the ADOF, will hold a meeting on promotion for qualifying candidates, chairs and all other interested parties. The

2. For the rank of Professor, the appropriate terminal degree (or its professional equivalent) normally is required. Promotion to this rank shall be granted to faculty who have shown evidence of continuing high-quality teaching (or, in the case of Library faculty, librarianship) as well as sustained and significant creative or scholarly growth; and significant involvement in the affairs of the college. When the ADOF provides department chairs and CAPT with the annual list of those in the Associate rank for seven years or more, CAPT may take the opportunity to ask questions about those who have been in rank for many years.
3. CAPT will consider its recommendations during the period from **December 22** through March 18. The committee meets with the Dean of Faculty and Vice President for Academic Affairs and the ADOF at least once before the committee votes on the cases and presents its recommendation to the administration. At this meeting, the ADOF provides a perspective; members of the CAPT may ask questions. After conducting its deliberations, the CAPT reports its recommendation to the President, the Dean of Faculty and Vice-President for Academic Affairs, and the Associate Dean of the Faculty. The DOF/VPAA then consults with the ADOF and decides upon her/his recommendation, meeting with the CAPT to offer detailed and compelling reasons for any disagreement with the CAPT's recommendation. The DOF/VPAA makes a recommendation to the President, notifying the CAPT of that recommendation. In the rare instance in which the President does not concur with the recommendations of the CAPT, the President meets with the CAPT to offer detailed and compelling reasons for such disagreement. 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.

### ***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 DOF/VPAA in consultation with the ADOF, 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 DOF/VPAA's office will supply CAPT with the letters of nomination for candidates for endowed chairs.
2. The DOF/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 ADOF, 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 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



7. 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.
8. CAPT confers with the President, the DOF/VPAA, the ADOF and the Trustees on matters of common concern, including the granting of honorary degrees.
9. CAPT attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee.
10. 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.
11. CAPT makes an annual report, in writing, to the faculty at the end of the academic year.

***CONFIDENTIALITY***

All committee discussions and documents are strictly confidential. Members of CAPT shall not