Skidmore College

Faculty Handbook

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IV. ACADEMIC FREEDOM AND TENURE

The Committee on Academic Freedom and Rights (CAFR) and ATC have been recognized by the Board of Trustees, the President, and the Faculty as representing the Faculty of Skidmore College in discussions with the President, the Dean of the Faculty/Vice President for Academic Affairs, and the corresponding committee of the Trustees on matters of common concern and responsibility. On questions of academic freedom and tenure, CAFR and ATC represent the Faculty to the President, the Dean of the Faculty/Vice President for Academic Affairs, and the Trustees and make recommendations for their consideration. The confidential nature of these discussions is respected by all parties taking part.

V. ACADEMIC FREEDOM AND INTELLECTUAL PROPERTY

The Faculty has adopted an Intellectual Property Policy for the purpose of (a) promoting the creativity of the entire College community and to reflect the contributions of inventor(s) and the institution in the determination of the rights of ownership, use, and the distribution of equity interest; (b) ensuring that discoveries, inventions, and other creations generated by the Skidmore College community~~,~~ are utilized in ways most likely to benefit the public; (c) assisting the Skidmore community in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under US law; and (d) sustaining and enhancing the College's ability to engage in sponsored research and scholarship, funded by federal, state and private sponsors who require that policies and procedures exist for the management of intellectual property interests.

In addition, U.S. Federal Law (37 CFR Section 401) mandates that all recipients of federal grants or contracts must: (1) have intellectual property policies in place regarding the ownership of derivative intellectual property and that such polices require employees to disclose all such inventions; (2) report the details of inventions and patents that have been made through federal grants or contracts; (3) notify the federal sponsor that it will retain ownership of the invention and take steps to commercialize the invention or request permission to transfer title to a third party; and (4) provide a nonexclusive, nontransferable, irrevocable, paid-up license for the government to practice or have the invention practiced on its behalf throughout the world. The above requirements are also stipulated in Notices of Grant Award, contract terms and in the award policies of each agency.

A. Intellectual Property Policy

Introduction

This policy on intellectual property acknowledges the critical role that creativity plays in the intellectual fabric and identity of the College.

The purpose of this policy is to:

- ensure that members of the Skidmore community remain free to create and enjoy the benefits of their creations;
-

Intellectual Property at Skidmore College[2]

The following policies apply to ownership of patents and copyrights in works invented or created by members of the Skidmore community using College funds, facilities, or other resources.

Definitions Au9(e)2(t)-1((c)4(u)-1(s)DC 1T1Tf0Tc 0P ÐC 6Tc 0h)-3Ti2(t)-2(s)9(un)2(h)2(c)4(r)2ow)5(e)2()-2 (ge)1(s)4(ge)1(h)p9(be)2(r)2(s)-2(n)2(w)5.1(o)1(o)1(c)2(h)2(c)2(a)4(t)-5(e)2(s)9(l

a newly hired science faculty set up a laboratory does count as routine support because it is regularly provided in science departments at this time), grants for endowed chairs, fellowships, and other grants from the Faculty Development Committee or other similarly constituted intramural grant committees.

Costly, exceptional, individually dedicated resources are generally not routine support. For instance, if an individual faculty member gets one-time money from the budget or the Dean of the Faculty/Vice President for Academic Affairs (DOF/VPAA), that money is not routine support unless it is funding that is regularly offered.

Software is defined as any computer or computer-based materials, including but not limited to computer programs, databases, operating systems, and application programs, or parts thereof, designed to accomplish a task or allow a user to produce, manage, analyze, or manipulate a product, such as data, text, a physical object, or other software. Software may be protected by patent, copyright, or trade secret.

Sponsored Project Agreement (SPA) is a contract between the College and a sponsoring organization that sets the terms and conditions for the conduct of Community member's research or other professional or scholarly activity. Sponsored Project Agreements include, but are not limited to, Notices/Letter of Grant Award, Sponsored Research Agreements, Contracts, Subaward Agreements, Material Transfer Agreements, Non-Disclosure/Non-Use Agreements, etc. These third party agreements identify the expectations and needs of all parties and address a variety of issues, including for example: period of performance; amount of funding; scope of work; the disposition of data; deliverables; intellectual property rights; ownership of equipment or derivative products; liability; publication rights; termination; governing law; space; indirect cost rates, etc.

Trademark is defined as a work, name symbol, or device (or any combination) adopted by an organization to identify its goods and services and distinguish them from the goods and services of others.

Work-for-hire is a work specifically ordered or commissioned under a written work-for-hire contract.

Part A - Copyright

I. Ownership

Skidmore College has historically asserted no ownership interest that it may legally have to copyrightable works created by Community members. Skidmore's fundamental practice with regard to copyrightable intellectual property remains one in which ownership shall be held by the individual(s) who create(s) the work subject to the exceptions specified below in Section II.

However, the College has the right to protect its good name, and therefore retains a right of approval for the dissemination of any intellectual property that suggests College endorsement, (e.g., by the use of the College name, logo or other trademarks). No approval is necessary when the name of the College is used only to identify the employment/affiliation status of the Community member.

II. Exceptions

A. Work-for-Hire

The College shall own intellectual property rights in: (1) works-for-hire; (2) institutional works created by non-faculty employees (either staff or student employees) within the scope of their employment; and (3) works produced in College related service s.205 02 (og)-5 (t)-5.1 (i)-v-5.1 (i)-gtien ,.3 r.20x-12 (u)-12 (c)-7.8 (e)pt tg tgr2tid 5(g)-12 (e)4.2 ( )-p12.1 (r)-16.8 (

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The College will not enter into any Sponsored Project Agreements that prohibit the free use of the intellectual property by the creator(s) for research or educational purposes without consulting with the creator(s). All such agreements shall, to the extent practicable, provide for the creator's continued free use of the intellectual property for their own ongoing research or education purposes.

III. Procedures for Administration of Invention Disclosures and Patents

A. Disclosure and Assignment

Inventions conceived or first reduced to practice using College funds or facilities and for which the College may, pursuant to the principles described herein, have an ownership interest shall be promptly disclosed in writing to the Office of Sponsored Research (acting on behalf of the Office of the Dean of the Faculty/Vice President for Academic Affairs), Palamountain Hall, Room 436, Skidmore College, 815 North Broadway, Saratoga Springs, New York 12866-1632. The creator(s) of the invention shall complete the appropriate

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D. Pre-Tenure-Track Appointments

Visiting Lecturer: Appointments to the position of Visiting Lecturer will be made with the understanding that appointees must receive their doctorates or the equivalent terminal degree by October 15 following their second year at Skidmore in order to move onto tenure-track lines. By May 1 in the second year of service, such appointees must show evidence that the degree is or will be completed by October 15. If this condition is met, the department shall determine whether or not the appointee should be offered a tenure-track position. Neither professional accomplishment beyond the completion of the terminal degree nor community service shall be applied as criteria in this decision. Appointees who fail to complete the degree by October 15 following their second year shall receive contracts for a third and terminal year at the College. Exceptions to this date may be granted when the Dean of the Faculty/Vice President for Academic Affairs judges there are procedural circumstances beyond the candidate's control.

E. Non-Tenure-Track Appointments

1. The Associate Dean of the Faculty (faculty affairs) makes all appointments to non-tenure-track positions in consultation with the Chair of the department concerned and (where appropriate) Program Directors.

   Full-time and shared appointments as Library Faculty, Artists- and Writers-in-Residence, and Instructors will be made initially for three years, the first year being a probationary one. [illegible]

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the title of Research Fellow for the duration of the grant preparation and implementation. The title of Research Fellow is reserved only for those who are directly involved in external funding activities. The College will provide office and/or laboratory space if possible and use of library, computing, and recreational facilities.

l. Department Assistant: Full- or part-time appointments to assist the members of the teaching or library faculty.

3. The creation of any new faculty titles and descriptions must be approved by the Faculty. Changes in status or title of any faculty appointee must be made in accordance with procedures for appointment or promotion as stated above in Part One (Faculty Rights and Responsibilities), Articles VI (Appointments to the Faculty) and VIII (Evaluation of Faculty for Continued Service and Advancement in Rank), Section F (Promotion).

F. Appointments to Endowed Chairs

Endowed Chairs are appointed by the Dean of the Faculty/Vice President for Academic Affairs in consultation with PC, the Department, and, when applicable, the Program concerned. Appointment to an endowed chair is a mark of distinction conferred by the institution upon a current faculty member or, less typically, upon a faculty member expressly hired into the chair. Term lengths may vary in accordance with donor wishes and program needs. Support for endowed chairs may enable the College to appoint individual faculty in several rotating configurations: rotation within a department or discipline or rotation across departments in a division, e.g., the sciences, the humanities, etc. Support for endowed chairs may also make possible residencies of varying lengths to allow programs at the College to supplement current offerings.

VII. RIGHTS, OBLIGATIONS, AND RESPONSIBILITIES OF ALL FACULTY

A. Rights of Members of the Faculty

Rights of members of the Faculty include, but are not limited to, the following:

1. All members of the Faculty, regardless of status or rank, are entitled to the Academic Freedoms described previously (Part One, Article IV [Academic Freedom and Tenure]). Faculty members who believe there have been violations of their academic freedom and rights may bring such grievance to CAFR.

2. All faculty members have the right to receive from their Department Chair

2. Conscientious fulfillment of academic responsibilities.

3. Concern for the College as a whole as well as for one's individual and departmental interests.

4. Encouragement of newly appointed members of the Faculty.

C. Academic Responsibilities

1. *Availability*: Faculty members are expected to be available for academic duties during the academic year. The year for full-time faculty, excluding certain Department Chairs and Librarians who are on ten-month contracts, is the nine-month period from September 1 until May 31 of the following year. Part-time or temporary faculty contracts are written for specific time periods.

2. *Class Sessions*: Faculty members will meet all classes as scheduled by the Office of the Registrar, or make suitable arrangements approved in advance by Department Chairs for limited replacement. Other responsibilities may include supervision of field work, independent study, and internships.

   Faculty members who cannot attend an assigned class shall notify their students and Department Chair as soon as possible, and preferably in advance. Faculty members are asked to notify the Department Administrative Assistant or Chair and the Registrar immediately whenever unable to teach because of illness.

3. *Academic Advising*: Faculty members are responsible for giving conscientious and informed guidance to student advisees.

4. *Office Hours*: Faculty members will post and observe regular office hours for consultation and guidance of students and will report those hours to the Department Chair.

5. *Administrative Meetings*: Faculty members are expected to attend Faculty Meetings and departmental and committee meetings when called.

6. *College Functions*: Faculty members are expected to attend Commencement, and they may be asked to represent their department or program at Honors Convocation. Any faculty member unable to attend Commencement should notify the Dean of the Faculty/Vice President for Academic Affairs. Faculty members are encouraged to wear academic regalia at Commencement and on other occasions as announced.

7. *Student Evaluations of Faculty*: Faculty members are required to have student evaluations administered.

play their role in the stewardship of the human community. These commitments define what it means to be a teacher-scholar.

Skidmore College is an undergraduate institution, and as teacher-scholars the faculty not only serves students as

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2. SCHOLARSHIP: Activities leading to the advancement of knowledge and/or the enhancement of the arts on the faculty's part redound favorably on Skidmore as an institution of higher learning. Skidmore expects members of the faculty to remain actively engaged–as participants and not just as observers–with the continuing conversations and innovations that constitute the lifeblood of an academic career. Specifically, Skidmore expects its faculty to cultivate, over the course of their careers, the scholarly or artistic maturity sufficient to define problems and issues in their areas of expertise, which they then engage in their work. 426Tabla1 (c)16..2 (l)62 (i)-17dn ahed5-7.ut5.1o (i(iit2 (a)16l)4.2 r)1.84..2 9s.5.2nbla1 (f)1a1 (f)1p2 ( )1p (uc)4 (uc)4.22 (bl2 (i)-17w)i(ii4 ((s))42 (a)16lS)758 scab

- *Service to the college.* Faculty participate in governance by attending college assemblies and Faculty Meetings, as well as meetings of their departments or programs. Faculty can serve the college as a whole by taking on formal responsibilities such as serving on governance committees, task forces or work groups, or

classroom instruction; and (6) planning, implementing, and managing services and programs which support the library's mission.

2. Artists- and Writers-in-Residence

Decisions to reappoint or promote Artists- and Writers-in-Residence are based on their credentials in three areas: performance as teachers, achievement as artists/scholars, and contributions to the welfare of the college community beyond the classroom.

3. Instructors

The criteria for reappointment and for promotion are: (1) high quality teaching; (2) professional growth that maintains currency and enhances effectiveness in the classroom, studio, or laboratory; and (3) service to the department/program and the College.

4. Teaching Professors

The criteria for reappointment and for promotion of Teaching Professors include high quality teaching and department/program/institutional need; and, where appropriate, effective service to the department, the College, and the profession; and, where appropriate, evidence of professional growth that maintains currency and en(3))13.7 (s)-2.6474S 1 .2 (a)16.2 (f16.3 (i)-5.2 (n)12 (t)-5.1 (a)16.2 (i)-5.1 (n)12 (s)9312 (c)4.2 (u2 (r)-1.7 (ofo2 (s)9.56.2 -0.01 Tc (r)-v)16.2 (c)4.2 (l)6.98

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vii. Reappointment consideration of faculty holding shared appointments follows the above procedures. If one partner in a shared appointment is not reappointed, the reappointed partner may, as an option, assume a full-time faculty position at the end of the other partner's terminal year. Should the partner choose not to do so, the position will no longer be tenure-track.

viii. Candidates for reappointment shall have access to all written materials immediately following notification of the Dean of the Faculty/Vice President for Academic Affairs' decision. These materials may not be photocopied.

ix. The Dean of the Faculty/Vice President for Academic Affairs shall convey the result of a review to the candidate on or before May 1.

x. Reviews.

(1) If the appointee believes that the decision against reappointment was made in violation of academic freedom and rights or was procedurally inadequate, CAFR, upon petition by the appointee, will review the allegations and report ti6.H1(i)-5.2l (on of)o.7

these procedures with the

are primary (teaching being the principal criterion), and that a modest level of service is expected in pre-tenure years. There is no presumption that meeting minimal standards assures one of tenure.

2. Institutional Considerations and Budgetary Considerations

Candidates should be aware that the Administration and Board of Trustees may review tenure recommendations presented by ATC and make their decisions in light of larger institutional and budgetary considerations. The Dean of the Faculty/Vice President for Academic Affairs is responsible for providing notification in writing to tenure-

f. A candidate for Dean of the Faculty/Vice President for Academic Affairs may, prior to such an appointment, be evaluated for tenured appointment as Professor by the academic department(s) appropriate to the candidate's professional field (see Part One, Article VIII, Section E). The department evaluates by "Guidelines for Advancement in Rank," according to Part One, Article VIII, Section F, and

the Associate Dean of the Faculty (faculty affairs) through the department chair and are granted at the discretion of the Associate Dean of the Faculty (faculty affairs) in consultation with the Dean of the Faculty/Vice President for Academic Affairs. The request should be made near the time of the critical event and in any case no later than May 15 prior to the semester in which the tenure review is scheduled to occur. If the faculty member subsequently elects not to delay the tenure clock, the faculty member must inform the Associate Dean of the Faculty (faculty affairs) no later than May 15 prior to the semester in which the tenure review is scheduled to occur.

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viii. Teaching evaluations. The Department Chair shall bring to the attention of ATC student and faculty opinion concerning the faculty member as a teacher and shall indicate the procedures employed in obtaining such information, including class visitation procedures. Classroom visitations are a mandatory part of the process, except in those cases in which the candidate is hired with tenure. For further guidance, see Part One [Faculty Rights and Responsibilities], Article VII [Rights, Obligations, and Responsibilities of All Faculty], Section C [Academic Responsibilities], number 7 [Student Evaluations]) and Part Two [Governance], Article III [Academic Policies], Section E [Peer Evaluations of Teaching] and Section F [Student Evaluations].

ix. Annual reports prepared by the candidate citing activities each year such as new courses, new methods, research, creative work, professional activities, community service. All information is sent to the Chair of ATC nd g.a1.3 1tn.3 (g.A (a)4.1dv4 1 (n)n t)- 7.n (.3 1R)4.2 (ta1)43 Tc k]tn 7.[.3 1tn.3g.A (a)4.11tn.3g.[re(5d)v 1n6g.1.1 (n)d (.

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e. The Tenure Appeal Committee shall conduct a review only once.

f. The Tenure Appeal Committee shall convey its written recommendation based on a majority vote of the ten members to the President upon completing its deliberations. This recommendation shall be made to the President no later than May 1.

g. The President shall decide .9 (l)6c1.

- a record of sustained, significant, and effective contributions in s

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3. *Procedures*

   a. Application

      i. Application should be made on forms available through the Dean of the Faculty/Vice President for Academic Affairs.

      ii. Plans should be discussed with the applicant's Department Chair or Program Director at least two weeks prior to subc 0.01 Tw 0.Da76 (2.1 (s)-14.6 (s)-2.6Da76 (2.1tio(bc 03.2 (o)--4.1 (1-7.8o(bc 04.8 (e)-7.8p(p)-12l)1.7 (i2-19.2 (e)-7.8 (a)3.2 (t)-2.6Da7

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1. When a department chair, program director, or the Associate Dean of the Faculty (faculty affairs) receives or initiates a complaint about a faculty member involving alleged professional incompetence, neglect of duties, professional misconduct, or personal misconduct, the first step should be for faculty and administrative colleagues to determine whether the complaint appears to have merit and then to address the matter informally through conversation and mentoring, provided the nature of the complaint permits informal resolution.

   Informal actions in response to a complaint may include (but are not limited to)

   - clarification of the standards of conduct;
   - recommendation for counseling or mentoring;
   - monitoring of the situation;
   - support for self-help;
   - mediation by a third party.

2.

If the charges against a faculty member are sufficiently grave and deemed by the Associate Dean of the Faculty (faculty affairs) to warrant dismissal, the Associate Dean of the Faculty (faculty affairs) shall refer the matter to a GP consisting of three members of the FAB. If the Dean of the Faculty/Vice President for Academic Affairs in consultation with the Associate Dean of the Faculty (faculty affairs) and others, finds good cause that the faculty member's continued presence on campus constitutes a threat to the safety of the faculty member or to others, or substantially and

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1. *Leadership*: The Director is responsible to the College, to the program, and to the Administration for the effective leadership of the program; the Director is responsible to the program for the effective and accurate representation of its interests and concerns to the Administration. Directors should strive to advocate, promote, and coordinate faculty participation in the program. They should coordinate and stimulate participation in program affairs by all faculty and, where appropriate, students, and strive to keep program morale high. They should, moreover, maintain sensitivity to the world outside their programs and the Cam, 72 (e)-7.87ltheii5t in

2. In all personnel decisions, the Department Chair shall consult in writing the faculty who have been active in the program during the last two years to gather evidence on the performance of the candidate in the following areas: teaching, scholarly, professional or creative activity, community service.

3. In the case of programs with personnel committees, such as Gender Studies, the Department Chair shall consult the personnel committee. In the case of programs without personnel committees, the candidate's Department Chair shall solicit letters of recommendation from faculty in the program.

4.

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for such support shall be established and conveyed to the Faculty by the Dean of the Faculty/Vice President for Academic Affairs.

XIX. FACULTY GOVERNANCE

Faculty governance is carried out through decisions made at Faculty Meetings and through a system of committees of the Faculty as described in Part Two. Faculty Meetings, presided over by the President, are generally held on the first Friday of each month. All the faculty as herein defined are expected to attend Faculty Meetings and are eligible to vote: all full-time members of the Faculty (including those on phased employment) and faculty holding shared appointments at the rank of Assistant Professor or above; Visiting Lecturers; Librarians; Artists-in-Residence; Writers-in-Residence; full-year full-time Lecturers; full-year full-time Instructors; Teaching Professors, the President; the Dean of the Faculty/Vice President for Academic Affairs; the

PART TWO

FACULTY GOVERNANCE

PREAMBLE

Skidmore College is committed to the principle of shared governance. Shared governance recognizes (1) the unique role that faculty play in institutions of higher learning by virtue of their special knowledge, experience, interests, and values, and (2) the relationship between faculty participation in governance and the protection of academic freedom.

Faculty governance provides the principal structure through which faculty members express their views and inform Crnance is(()13.7 (1))13.7 ( )-12 (e)16.2 sr pecially conce46.3 (r)1.6 ((e)16.2 dg)12.1 ( )-12.1 (w-17.2 (i)57.2 t)6.9 (d)12.1 (t)-5.2 (on)12 (s)-265 (e)16.3 ((s)-265 ubn
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I.

Article V. The Right to Speak

A. At Faculty Meetings

1. The Chairperson shall not speak to a motion while occupying the chair.

2. Other persons may speak only when recognized by the Chair.

3. The speaker should address the Chair.

4. The speaker should limit the length of remarks to a reasonable length (observing the guideline of two minutes).

5. A person may speak once on a motion and may speak a second time only after all other persons wishing to speak have spoken once. The only exception is that the maker of the motion has the privilege to be the final speaker before the vote.

6. The speaker should have the floor, but should not assume the chair.

7. The speaker shall not be interrupted except for the following:

   a. Point of order -- raised to question any proceeding or motion that a member believes is in violation of the rules. The Chair rules on the validity of the point and the ruling may be appealed. An appeal must have a second. The decision of the Chair is sustained by a majority or tie vote.

   b. Point of personal privilege -- raised concerning the rights, reputation, comfort, safety or conduct of a member.

   c. Point of information -- a request of the Chair for an answer concerning the background or content of a motion vote.

   d. Parliamentary Inquiry -- a request of the Chair for information concerning parliamentary law. The Chair may refer this to the parliamentarian.

   e. Permission to withdraw a motion.

   f. Call for a division of the assembly to retake a vote.

8. When a motion is presented, it is customary that there be a period of questions and answers to clarify the motion before it is more formally debated. Explanatory comments and clarification at this time are not considered speaking to a motion. At any time, the Faculty may entertain a motion to consider a motion, subject, or problem informally (see V.C.1).

B. Committee of the Whole.d This device enablesna

5. Other persons may speak only when recognized by the Chair.

6. A person may speak more than once before all others wishing to speak have done so, if recognized by the Chair.

7. All votes are "committee votes" and are not binding on the debate.

8. At the completion of its deliberation, the Committee of the W

B. Executive Sessions. The Faculty Meeting by majority vote may go into executive sessions where only those with the right to vote may attend. Such sessions may include those occasions when the faculty considers personnel matters, such as the appointment of a new President or a new chief academic officer.

Article VIII. On all matters of parliamentary procedure not specifically enumerated in the by-laws, the Faculty Meeting shall observe those rules that are part of Robert's Rules or the Standard Rules of Parliamentary Procedure, provided that they do

Addendum: Summary Table of Rules Relating to Motions

Explanation of the Table. A star shows that the rule heading the column in which it stands applies to the motion opposite to which it is placed; a blank shows that the rule does not apply; a figure shows that the rule only partially applies, the figure referring to the note showing the limitations. Take, for example, "Lay on the Table":

Notes:

1. Every motion in this column has the effect of suspending some rule or established right of deliberative

II. COMMITTEES OF THE FACULTY

A. Voting Rights and Eligibility: Only full-time members of the teaching or library faculty (including those on phased employment) eligible to vote at Faculty Meetings (see Part One [Faculty Rights and Responsibilities], Article XIX [Faculty Governance]) may vote for, or serve as, faculty representatives on elective or appointed committees; administrators with faculty status are not eligible. Voting members of the Faculty who are on .229 0 Td [(W)(-4)(e)(-4)(s)(-4)(t)(-4)(e)(-4)(r)(-4)(n)(-4)(-)(-4)(C)(-4)(o)(-4)(n)(-4)(n)(-4)(e)(-4)(c)(-4)(t)(-4)(i)(-4)(c)(-4)(u)(-4)(t)(-4)(-)(-4)(C)(-4)(o)(-4)(l)(-4)(l)(-4)(e)(-4)(g)(-4)(e)(-4)(-)(-4)(F)(-4)(a)(-4)(c)(-4)(u)(-4)(l)(-4)(t)(-4)(y)(-4)(-)(-4)(H)(-4)(a)(-4)(n)(-4)(d)(-4)(b)(-4)(o)(-4)(o)(-4)(k)(-4)(-)(-4)(2)(-4)(0)(-4)(1)(-4)(9)(-4)(-)(-4)(2)(-4)(0)(-4)(2)(-4)(0)(-4)(-)(-4)(1)(-4)(1)(-4)(2)(-4)(1)(-4)(-)(-4)(2)(-4)(0)(-4)(1)(-4)(9)(-4)(-)(-4)(2)(-4)(0)(-4)(2)(-4)(0)] TJ

sabbatical cycles: three years in, four years out. Each faculty member can choose any three consecutive years of his/her sabbatical cycle to serve (i.e., years 1-2-3 or 2-3-

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Membership: Five faculty members, two of whom must be tenured, each from a different department or program, and with at least one member from each of the four Divisions of Disciplines, elected to serve three-year terms; the Dean of the Faculty/Vice President for Academic Affairs or a designated representative; the Dean of Students and Vice President for Student Affairs or a designated representative; and two students selected by SGA; and the faculty director of assessment who, as an ex officio member, serves as liaison between CEPP and the IPPC subcommittee on institutional effectiveness. CEPP may appoint such subcommittees from among its members or from the College community at large as it deems helpful to facilitate its work.

e. COMMITTEE ON ACADEMIC FREEDOM AND RIGHTS (CAFR) — Elected

Membership: Four faculty members with tenure, one each from the areas of the humanities, the natural sciences, the pre-professional programs, and the social sciences, each member to be elected for a three-year term; and a representative of the Office of the Dean of the Faculty/Vice President for Academic Affairs, non-voting.

h. TENURE REVIEW BOARD — Elected

Function: To review a negative tenure recommendation at the request of the candidate. In the event that the Tenure Review Board determines that a tenure case requires reconsideration, the three members of the TRB will sit together with the seven members of ATC, as the Tenure Appeal Committee, to reconsider the case.

Membership: Three tenured faculty members, each elected to serve a three-year term, at least one of whom has previously served on CAPT or ATC

or

Membership: Two faculty members; a representative from the Office~~the Dean~~ of Special Programs; the Dean of the Faculty/Vice President for Academic Affairs or a designated representative; and the Director and Academic Advisor of the MALS Program.

l. ATHLETIC COUNCIL — Elected

Function: To

Hearing Board and one member to serve as Faculty representative in cases of academic integrity violations.

Membership: Five members of the Faculty, at least three of whom must be tenured and two of whom may be untenured at the time of appointment, serving overlapping three-year terms. These members will be appointed by FEC in consultation with the Dean of the Faculty/Vice President for Academic Affairs and trained by Human Resources in matters of discrimination, harassment, and disciplinary proceedings. FAB members will have additional training on sexual and gender-based misconduct by the Dean of Student Affairs Office. Appointments will be based on committee service preferences of the candidate~~an initial willingness to serve pool~~, the vote of the faculty, and when necessary, the need for appointing a representative FAB. Members of FAB may not serve concurrently on CAFR, /etc a-bfBc 0.06, Tw 0.en /M 0.325 0 Td(t4)-2.6 emntB5coc8]TJ0.onTJ2(nf5)(7)6ndTJ2(n.8]TJ0.n.2 (n1)49 (8

sufficient eligible faculty remaining on FAB to constitute the GP, the Dean of the Faculty/Vice

C. Grading

1.

b. The instructor assigned a grade on some basis other than performance in the course.
c. The instructor did not adhere to stated procedures or grading standards.

The appropriate department chair or program director must respond to the student in writing within two weeks of receipt of the request. The department chair or program director will contact the instructor to obtain an explanation of the criteria and standards used in evaluating the student's course work. If, after consultation with the faculty member (when possible) and after a review of the written evidence, the appropriate department chair or program director finds legitimate cause for the complaint, the department chair or program director will try to work toward an equitable solution with the student and faculty member. If the

F. Student Evaluations

1. *All-College Student Evaluations*

   a. All members of the Faculty will have their courses evaluated each term by students enrolled in their courses. The evaluation shall be administered in a uniform manner which protects confidentiality. The Dean of the Faculty/Vice President for Academic Affairs will provide the forms to each department.

   b. Each term, Department Chairs shall return the completed evaluations to the Dean of the Faculty/Vice President for Academic Affairs, who shall be responsible for processing the evaluations. The Dean of the Faculty/Vice President for Academic Affairs shall return the summaries to the Department Chairs for retention in department files.

   c. Summaries shall be made available each term to the faculty being evaluated.

   d. The evaluations shall be available to the Associate Dean of the Faculty (faculty affairs), to the Dean of the Faculty/Vice President for Academic Affairs, and to the President for their examination during consideration of reappointment, tenure, promotions, or salary advancement. In addition, the evaluations shall be available to ATC and PC for its examination during consideration for reappointment, promotions, or tenure.

   e. Faculty members have a right to receive fair and honest evaluations. A faculty member who feels this right has been violated may pursue the matter through any of several channels (Department Chair, Dean of the Faculty/Vice President for Academic Affairs, CAFR, etc.) that seem appropriate to the particular case.

2. *Departmental Student Evaluations*

   Student evaluations administered by departments or programs are required for all lecture, discussion, laboratory, and studio courses. At the discretion of the instructor, departmental evaluation forms may also be used to evaluate independent studies, internships, and thesis or individual research courses. These evaluations should be administered in such a waw p7.1 (u)-1o1(i)-6 ( )12.6 7.8 (d i(a)4.2 1 (ub (o)-12(c)4.23.d1)-1o1(i)-.9 (v)( )

PART THREE

ALL-COLLEGE GOVERNANCE

I. ALL-COLLEGE COMMITTEES

A. Preamble

In addition to serving on faculty committees, as described in Part Two, and in departmental governance, faculty members participate in College governance by serving on a variety of committees (collectively referred to as "All-College Commitg4d-1.157 TD2

finding or sanction; or (c) the sanctions imposed are substantially outside the guidelines set by the College for this type of violation or the cumulative conduct report of the respondent.

Membership: For academic integrity cases, two faculty members appointed by FEC on a case-byfdie

ii. If more than one honor code violation is reported for a particular student, the Associate

PART FOUR

BENEFITS

C. Early Retirement

The Skidmore College Supplemental Retirement Plan is available to those eligible employees who were in the College's employ on November 15, 1990. All such employees were vested in the plan's basic benefit after five full years of service to the College. Employees between the ages of 55 and 63, with 12 or more years of service, may elect to retire and receive a supplemental benefit in addition to their basic retirement benefit.

For full plan details, please refer to the *Early Retirement Plan Summary Plan*, which can be obtained from Human Resources.

D. Phased Employment

The Phased Employment Program was designed for faculty who, through a pre-retirement reduction of their full-time teaching commitment, can gradually phase into retirement over a period of years. Participation in

PART FIVE

THE ADMINISTRATION

I. THE PRESIDENT

A. The Office of the President

The President is the executive head of the College with general administrative responsibility for all its activities and affairs.

The President shall be elected by a majority vote of the Board of Trustees and continues in office at the pleasure of the Board. The President serves as an ex-officio member of the Board and of all standing committees of the Board.

Official communication with the Board from the Faculty, officers, and members of the College shall be presented through the President. At each regular meeting of the Board, the President shall make a report on the condition of the College. The President shall make recommendations to the Board, through the Academic Affairs Committee, with respect to the granting of promotions, tenure, and sabbaticals to members of the Faculty and through the Executive Committee with respect to the engagement of senior members of the administrative staff.

The annual budget and statement of plans for the administration of the College shall be presented by the President to the Board for final decision at the Annual Meeting.

The

E. The Associate Dean of the Faculty (student academic affairs)

The Associate Dean of the Faculty (student academic affairs), appointed by the Dean of the Faculty/Vice President for Academic Affairs, is responsible for

for Student Affairs is responsible for athletics;

already available at the time of the review, one should be composed by the Officer under review and the supervisor.

Composition of the Review Committee

Each review committee will consist of five individuals: two faculty and three others in t3(c)4.2 (e)16.3 (r)13.9 (e)(nd)12 (n)5ca (e)30.00e3 ( )T(i)-19.1 (de)41atwevwthtw001 T

Changes in these procedures must be agreed upon by ATC and the President.

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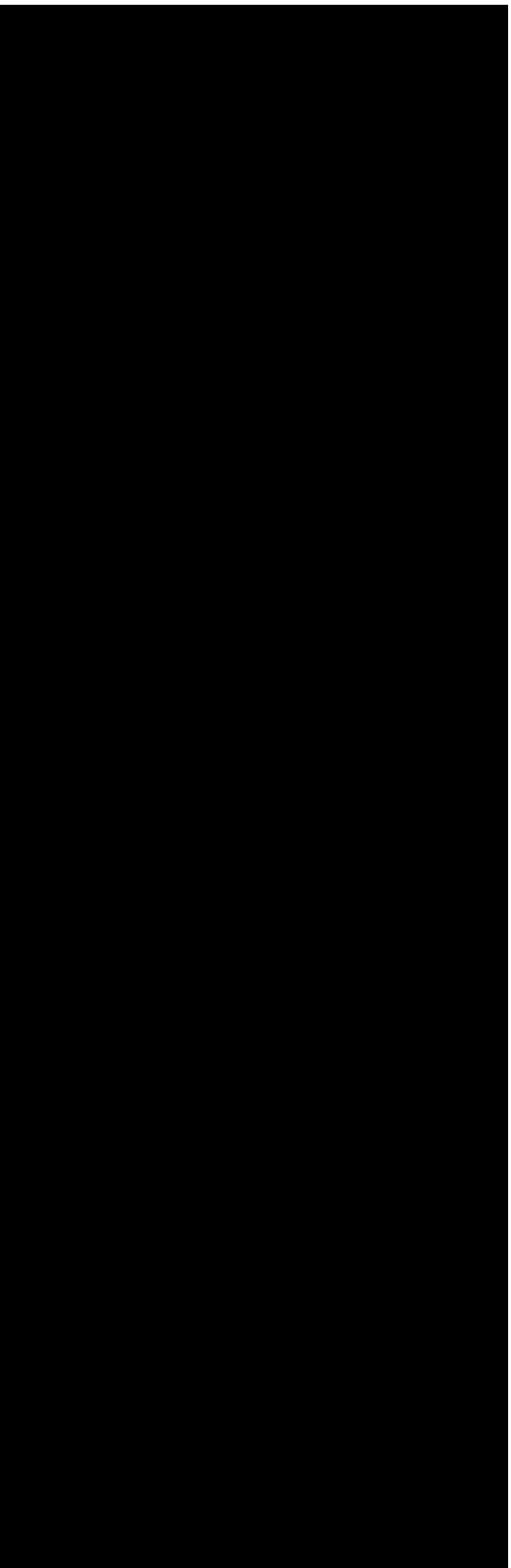

III. SUMMARY STATEMENTS OF POLICY

A. Policy on Equal Employment Opportunity

Skidmore College affirms that its community members have the right to be free from acts of unlawful discrimination. The following statement of policy on e

by recruiting the best candidates from as broad a pool as possible. As always, we will continue to be guided by our fundamental educational values – leading our students to develop robust cognitive abilities, enhanced critical and intercultural skills, and an appreciation of their individual and social responsibilities as citizens of the world. Meeting these objectives is crucial to our achieving new levels of excellence.

C. Policies on Accessibility and Accommodations

Skidmore College is committed to supporting accessibility, with respect to both physical access and other forms of access, to all programs on campus.

Accessibility and Accommodations Policy

In accordance with applicable federal[8] and state laws protecting qualified individuals with documented disabilities, Skidmore College will reasonably accommodate such individuals (except in the rare case when doing so would create an undue hardship for Skidmore College).

Any student with a disability who requires accommodations to function effectively in residential or academic life on campus should contact the Coordinator ~~for Students with Disabilities~~of Student Access Services to disclose the condition and to request accommodations. Any faculty member with a disability who requires accommodations to perform duties effectively should contact the department chair, the Dean of the Faculty/Vice President for Academic Affairs, ~~the Dean of Special Programs (DSP),~~ or the Assistant Director for Employment, Compliance, and Workforce Diversity (ADEWD). Any staff member or administrator with

F. Policy on Consensual Sexual Relationships Involving Students

As an academic community, Skidmore College stands by principles of fairness, equal opportunity, and non-discrimination. These principles take on special meaning in the relationship between students and members of the faculty or others in an advising or evaluative relationship. Specifically, all students have the right to be treated fairly, held to the same requirements and standards, and afforded equal opportunities based on their individual accomplishments. All employees are expected to ensure that their relationships with College students are professional, to act in accordance with standards of professional conduct, and to avoid conflict of interest, favoritism, bias, or creation o ha2 (i)-5.2lb4312 (duc)16.ytdA16.y aoiii iiv.(f)13.7 (s)9.5 (ta)4.2u31fil4 (e)12.3 (ex)-47 TdEMC /P <</MCID 3 >>BDC T*47 TdEMC /

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B. Employees' Liability for Violations of these Policies

Any employee of Skidmore College who violates the policies described above is subject to disciplinary action, up to and including separation from the College. Additionally, any supervisor or manager who has information regarding possible violations of these policies, and takes no action to stop the misconduct or fails to report the possible violation to an appropriate individual, may also face disciplinary action, up to and including separation from the College. Employees who violate these policies and supervisors or managers who fail to address or report such possible violations may also be subject to civil or criminal liability.

Employees of the College are further advised that violation of these College policies by definition entails actions that fall outside the scope of their duties**.** This means that they may not be eligible for the College's insured or uninsured protection should their conduct become the subject of civil or criminal legal proceedings.

V. PROCEDURES REGARDING EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY

This article establishes procedures for implementing the policies regarding Equal Employment Opportunity and Diversity at Skidmore College.

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- intimidation, hostility, or rudeness;
- oral or written threats, derogatory comments, name-

Whether the alleged conduct constitutes harassment will be determined on a case-by-case basis, taking into account relevant factors, such as the nature of the conduct and the context in which the alleged incidents occurred.

Sexual harassment may occur on or off campus, including, but not limited to, the classroom (student to student,

D. Third-Party Harassment

It is important to recognize that sexual harassment may be injurious to a third party when that person is negatively affected by harassment of other individuals in that third party's work space or classroom – or any other setting that requires a Skidmore College employee or student to be present for purposes of work or learning.**TT ng. p5 0 Tw 8.904 0 Td1 i**

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C. Informal Complaint Resolution

If, after the initial interview, the ADEWD preliminarily determines whether the alleged incident(s) constitute(s) a violation of the College's policies, the ADEWD will process the complaint initially using the informal (inquiry) complaint procedure. During this stage, the ADEWD will meet separately with the complainant, the respondent, and any witnesses who may have relevant information.

Witnesses to the complaint (other than the complainant or respondent) will have the right to

-

After receiving the formal complaint against a faculty member, the ADEWD will convene the Advisory Panel.

In the case of complaints by faculty members or students against faculty members, the AP will consist of two faculty members selected by the ADEWD from the Faculty Advisory Board (FAB). The ~~Faculty Advisory Board~~FAB, which is appointed~~constituted (1) by a general election and (2) by subsequent appointment~~ by the Faculty Executive Committee (FEC) in consultation with the Dean of the Faculty/Vice President for Academic Affairs consists largely of tenured faculty members who will be trained in issues relating to discrimination, harassment, and retaliation.

In the case of complaints by staff against faculty members, the AP will consist of two tenured faculty members

report, including the summary, findings, and conclusions, as well as a synopsis of the AP's comments. The ADEWD and the AP will meet to review the final report and ensure that the AP's views have been represented in the final report.

G. Legal Review

Upon completion of the investigation, the ~~Associate Vice President for Finance and Administration and Director of Human Resources~~Chief Human Resources Officer will review the complaint file with the ADEWD and determine whether the report should be forwarded for legal review to the College's attorney. In either case the ADEWD will meet with the appropriate official (relevant Dean, Vice President or Supervisor) to report the results.

H. Administrative Review

Within five work days from the final decision on the summary, findings, and conclusions, the ADEWD, along with the Chief Human Resources Officer~~Associate~~

Respondent
A respondent may appeal based on the following criteria: (1) procedural error that might have affected the outcome; (2) new evidence; or (3) severity of the sanction. If the respondent elects to appeal, he/she must appeal within 15 work days from the date of the respondent'

there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

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