Skidmore College

Faculty Handbook

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FACULTY HANDBOOK

PREAMBLE

The Faculty Handbook describes the rights, rules, and procedures that the Skidmore Faculty has adopted in order to govern itself fairly and effectively. These rights, rules, and procedures have evolved over time in response to changing circumstances, and continue to do so. The function of this Handbook is to codify and clarify them in their current form.

The Handbook is divided into six parts:

- Part One specifies faculty rights and responsibilities and has the force of contract.
- Part Two describes the faculty governance system, including Faculty Meeting by-laws, the function and membership of faculty committees, and academic policies.
- Part Three describes the All-College governance system, including information on All-College committees and the Skidmore College Honor Code.
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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 fugd

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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

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however, the Dean of the Faculty/Vice President for Academic Affairs in consultation with the PPC shall appoint a tenured faculty member from the committee to serve as Chair. Appointments will be for one term of three years or for two or more consecutive terms

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the Dean of the Faculty/Vice President for Academic Affairs on or before February 15 of the first year to terminate the appointee's contract. If the Dean of the Faculty/Vice President for Academic Affairs grants the request, the Dean of the Faculty/Vice President for Academic Affairs shall notify the appointee of such termination in writing on or before March 1 of the first year of the appointee's contract. If the appointee's contract begins mid-year (January), the date for the department's request to the Dean of the Faculty/Vice President for Academic Affairs shall be May 31, and the Dean of the Faculty/Vice President for Academic Affairs must notify the appointee of the termination in writing by June 15. An appointment that is not terminated during the first year shall remain in effect through the third year.

Full-time Teaching Professors may be hired for an additional one, two, or three years beyond an initial three-year contract in a department or program. On or before February 15 of the first year, the appropriate department or program may request the Associate Dean of the Faculty (faculty affairs) to terminate the Teaching Professor's multiple-year contract

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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*: Faculty members are required to have student evaluations administered in their courses (see Part Two, Article III [Academic Policies], Section F).

8. *Grading*: Faculty members must submit grades to the Registrar by the date specified (see Part Two, Article III [Academic Policies], Section C).

9. *Other Academic Policies*: Faculty members must adhere to the Academic Policies of the College as stated in Part Two (Faculty Governance), Article III (Academic Policies).

VIII. EVALUATION OF FACULTY FOR CONTINUED SERVICE AND ADVANCEMENT IN RANK

Preamble

Every institution must have a vision that animates its actions and gives focus to its aspirations. Learning—

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- Integration involves the critical evaluation, synthesis, analysis, integration, or interpretation of the research or creative work produced by others. It may be disciplinary, interdisciplinary, or multidisciplinary in nature and includes the varieties of artistic interpretation and performance.

- Application involves applying disciplinary expertise or the results of existing scholarship (produced by

The broad categories described below encompass the range of professional activities that faculty members can undertake in order to fulfill their responsibilities in service. Faculty members are not expected to perform active service in all of these categories in any one review period or even across an entire career. However, they are expected to demonstrate that they are effectively performing their fair share of this important faculty work.

- *Service to students*. The demands of mentoring fall unequally across the faculty. The concern for the personal and academic well-being of students that this work requires is expressed in the time and care that faculty invest beyond routine advising. In performing this work, faculty need to attain and draw upon knowledge of programmatic and general education curricula and academic policies.

- *Service to departments or academic programs*. This area of service encompasses the various forms of shared work that are particular to academic departments and programs. This includes developing, vetting, delivering, and assessing a department's or program's curriculum. The effectiveness of this work is guided by a faculty member's knowledge of disciplinary practices on a national level, the particular goals of a department at the college, and the contribution of a department to the general curriculum at the college. Such work can be ongoing (e.g., attending department meetings, managing an endowed fund, sponsoring a student organization, directing student honors projects and independent studies) or episodic (e.g., assisting in a departmental review, participating as a member of a search committee, or other standing or ad hoc groups formed to accomplish the goals of the department or program, advising students, and writing letters of recommendation). Effective faculty help to advance this important shared work.

- *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 taking on administrative duties, such as chairing a department, directing a program, or assuming some other administrative post. Service includes informal activities such as assisting at Admissions events, directing a student research symposium, performing or speaking at an alumni event or at an event on campus, or advising student organizations. Faculty may also serve the college by undertaking activities with external groups in Saratoga Springs and beyond that increase the visibility of the college or otherwise advance the College's mission.

- *Service to the academic profession*. This area of professional service includes, but is not limited to, holding office or some other position of responsibility in a state, regional, or national professional or disciplinary organization; serving as an evaluator, officer, or consultant for an accrediting body, or as a member of a departmental accrediting body, or as a member of a departmental evaluation team at another institution; serving as a member of a program committee or conference planning committee; refereeing

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C. Non-Tenure-Track Faculty

1. Library Faculty

Decisions to reappoint or promote Library faculty members at Skidmore are based on the quality of their cr iedenti8h1(h)-4.1 (ei)F0 0 Tw 1hr(e ar)-2.4 ((as)-6.6 :l)14.9 alibrar ihi choient1ashsd(m)-3.1 e m84.9 (b)-4 (er)9.7 (s)-6.6 (o)8.1 (f)9.7 (t)-921 (h)-4 (ep

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2. Reappointment of Librarians

During the third year of service, Library faculty will be evaluated according to the same principles and procedures described herein for tenure-track faculty. In the sixth year, the evaluation process will include at least one faculty member from another department who indicates a willingness to serve, chosen by the Dean of the Faculty/Vice President for Academic Affairs in consultation with ATC. For contracts beyond the sixth year, the reappointment procedure is that of the third year, with the department making a recommendation to the Dean

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After the initial six years, Artists-in-Residence and Wr-1ts

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of all letters, the Chair of ATC will give the candidate a list of names of those who have written unsolicited letters about the candidate.

e. The following procedures should be observed:

i. The Chair shall inform the candidate well in advance of the tenure what procedures will be employed in reaching a departmental decision.

ii. The Chair will advise the candidate in creating a file of materials documenting the candidate's qualifications for tenure.

iii. Individuals writing letters of evaluation for the candidate shall clearly state whether they do or do not recommend tenure, and why, according to the criteria for continued service (as found in Part One [Faculty Rights and Responsibilities], Article VIII [Evaluation of Faculty for Continued Service and Advancement in Rank], Section A [Tenured and Tenure-Track Faculty]).

iv. The Chair, in the letter of evaluation for the candidate, shall clearly state the procedures employed in reaching a departmental recommendation. The Chair shall clearly state whether the department does or does not recommend for tenure, and why, according to the criteria for continued service. Furthermore, the Chair shall clearly state the extent to which a candidate's particular abilities will continue to be needed, as far as the department's future can be projected.

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k. Any member of the Faculty who is considered for tenure by ATC and the Administration shall be granted an additional but terminal year in the event that tenure is not granted. Similarly, an additional terminal year will be granted to any member of the Faculty who is eligible to stand for tenure but elects not to do so.

l. A candidate for the Dean of the Faculty/Vice President for Academic Affairs may be evaluated for an immediate award of tenure by the following procedure. The President will present the credentials of the candidate for Dean of the Faculty/Vice President for Academic Affairs and evidence for both appointment as Professor and awarding of tenure to the academic department(s) appropriate to the candidate's professional field. At the same time, the President will also furnish the candidate's credentials and evidence to ATC. The qualifications for tenure are those stipulated in the Faculty Handbook, Part One (Faculty Rights and Responsibilities), Article VIII (Evaluation of Faculty for Continued Service and Advancement in Rank), Section A (Tenure-Track Faculty), and Section E. (Tenure) number 3 (Eligibility). The Chair of the academic department to which the Dean of the Faculty/Vice President for Academic Affairs will be appointed forwards a written departmental recommendation to ATC. Simultaneously, ATC solicits individual written recommendations from all members in that same department. These procedures correspond to those for tenure candidacy and evaluation specified in the Faculty Handbook, Part One (Faculty Rights and Responsibilities), Article VII (A r

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shall initiate the review by convening the Tenure Appeal Committee (TAC), a committee consisting of the seven members of ATC plus the three members of the Tenure Review Board.

7. Appeal of Negative Tenure Decisions

a. If the Tenure Review Board determines that a tenure case requires reconsideration, the three members of the Tenure Review Board will sit together with the seven members of ATC to reconsider the case. The Tenure Appeal Committee will have access to the written information which ATC had in its original deliberations and any additional material specifically pertaining to the area or areas of consideration deemed inadequate by the TRB. The deadline for submission of additional materials shall be April 15.

b. The Tenure Appeal Committee will hear testimony from an advocate designated by the candidate. The advocate may be a person in the candidate's department, the candidate's Chair, a Skidmore faculty member outside the candidate's department,

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To merit promotion, a faculty member must present evidence documenting having met relevan m Tc -0s p m:eyect hav2.1Tc -0s(n)-48 (n)-4(e)12.3 chiT petoOK

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iii. In the case of a promotion candidate appointed 100 percent to an ID program, the ID Program Director shall perform those functions normally assumed by a Department Chair, and faculty on the ID PPC shall be consulted and shall write letters. All these letters shall be forwarded to PC.

iv. For proportional tenure-track faculty appointments that are shared between two departments, a department and an ID program or two ID programs, PC will secure information concerning a candidate from all members of the ID Program Personnel Committee(s) and from all faculty in the department(s) involved. The Department Chair will represent the department's position and the Program Director(s) (or PPC Chair if the Director is the candidate) will represent the Program(s) position.

v. Candidates being considered for promotion shall be sent a written notice by the Chair of PC that they are candidates for promotion.

vi. All full-time faculty and those holding shared appointments in the departments concerned and in at least their third year of service (in ranks defined in Part One, Article VI [Appointments to the Faculty], Sections A [Tenure-Track Appointments] and E [Non-Tenure-Track Appointments], number 2b [Artist- or Writer-in-Residence] shall be consulted and shall write letters to the Chair. The Department Chair must also request letters from Program Directors and from other Department Chairs if the candidate has offered courses in other programs or departments. Individuals writing letters of evaluation for the candidate shall clearly state whether they do or do not recommend promotion, and why, according to the criteria for continued service. The Chair's letter shall present the Chair's individual position as well as the department's. All these letters shall be forwarded to PC.

In the case of a promotion candidate appointed to an ID Program, the ID Program Director shall perform those functions normally assumed by a Department Chair, and faculty on the ID PPC shall be consulted and shall write letters. All these letters shall be forwarded to PC.

viii. Promotion files shall include the following:

(1) an updated CV, which makes clear what has been achieved since the last promotion.

(2) all scholarly, creative, or professional materials produced since the last promotion; candidates may add some earlier materials for purposes of context or to show continued growth. Candidates may wish to seek letters from Skidmore colleagues outside their department qualified to speak to their professional accomplishment. Candidates may also wish to include a statement about achievements and works in progress.

(3) the ten most recent consecutive semesters of teaching evaluations. For purposes of context, the candidate may wish to include other evaluations. The candidate shall also add copies of syllabi, and may include assignments and handouts. The candidate may also wish to append a statement about teaching goals and philosophy. The file may include peer evaluations of teaching.

(4) a cover sheet showing courses taught, sabbatical leaves, and any course releases over the previous six years.

(5) service credentials presented within the context of the broad statements about service in Part One (Faculty Rights and Responsibilities), Article VIII (Evaluation of Faculty for Continued Service and Advancement in Rank), Section A (Tenure-Track Faculty, Community Service). The candidate may wish to provide relevant documents and seek letters from Committee Chairs or members who can speak about the quality and extent of service.

ix. Candidates for promotion may solicit letters on their behalf from reviewers familiar with their credentials from outside the college. Such letters may come directly to PC, or go to the Department Chair or Program Director and then to PC as part of the candidate's dossier. Letters mandated by the department must also be transmitted to PC.

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b. Full-time members of the Faculty who are in their sixth year and are candidates for tenure (and full-time members of the Library faculty and Artists-inrdp1 (rdoi0.00e646t0.00e64m0.d[1]TJ0 Tc 0t0.00e64) n0fc9) (er)9.7 (s)-6.6 (1 (er)650 Tw 0.79)-9.1 (h)-a4 (A)13.ap (a

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4. *Criteria for Evaluating Proposals*

   In evaluating applications, the following will be considered:

   a. the worth of the project;

   b. length of service without leave;

   c. ease of departmental arrangements;

   d. financial condition of the College;

   e. benefit to the individual and the College;

   f. the individual's fulfillment of obligations regarding any previous sabbaticals as outlined in paragraph 3, c, iii above.

5. *Sabbatical Salaries*

2. If an alternate arrangement has not been made with some outside supporting organization, the College continues to make a contribution, based only on salary actually paid during the leave, to the Pension Plan, as well as its usual contribution to the Disability Plan and the Medical Insurance Plan for a faculty member who is on an approved leave of absence, etc.

X. RESIGNATIONS

A. Faculty holding two- or threeor

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1. For appeals based on an alleged violation of academic freedom and/or rights, the faculty member may appeal to CAFR. CAFR will follow its operating code and will have 20 work days to convey its recommendation to the President.

or

2. For appeals based on insufficiency of evidence or excessive severity, the faculty member may appeal to the Faculty Advisory Board (FAB). For the procedure to be followed, see section E below.

If a faculty member is unsure as to which path of appeal to take, the faculty member may call for a meeting with the Associate Dean of the Faculty (faculty affairs) and the chairs of both CAFR and FAB to make that determination.

The sanction(s) will not be applied until the appeal process is completed. If a sanction involves suspension and if the Dean of the Faculty/Vice President for Academic Affairs
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2. For appeals based on (i) procedural error that might have affected the outcome of the decision or on (ii) new evidence, the faculty member may appeal to the President.

Whether the appeal comes through CAFR to the President, or whether it comes directly from the faculty member, the President will decide whether the appeal has merit with respect to the appropriate criteria in each case, a review of the record, and a review of the recommendations and findings related to the charges.

The President has the options of:

- denying the appeal;
- returning the case to CAFR or the GP with specifications for further findings and recommendations;
- conducting further investigation; or
- reversing or modifying the recommendation(s).

The President will provide the written recommendation (with reasons for that recommendation) to the Dean of the Faculty/Vice President for Academic Affairs, the Associate Dean of the Faculty (faculty affairs), the GP, CAFR (if applicable), and the faculty member within 10 work days after receipt of the recommendation from the chair of CAFR or within 20 work days after receipt of the appeal from the faculty member.

In the case of a non-tenured member of the Faculty, the President's decision is final. In the case of a tenured member of the Faculty, the President will report the recommendation to the Board of Trustees for final action. The President's report to the Board will append the recommendation of the GP.

I. Extension of Time Periods

If circumstances warrant, the College reserves the right to extend any time periods identified in Article X.

XII. APPOINTMENT AND REVIEW OF

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2. The review of a Department Chair shall be conducted by the Dean of the Faculty/Vice President for Academic Affairs. Each member of the department shall be requested to present a written evaluation to the Dean of the Faculty/Vice President for Academic Affairs. All such statements shall be confidential.

3. Student majors in the department shall also be involved in the review of Chairs, each department determining its method of student involvement.

D. Obligations Pertaining to Department Chairs

1. *Leadership*: The Chair is responsible to the College, to the department, and to the Administration for the effective leadership of the department; the Chair is responsible to the department for the effective and accurate representation of its interests and concerns to the Administration. Chairs should strive to recruit and maintain faculty who demonstrate excellence both in teaching and professional accomplishment. They should coordinate and stimulate participation in departmental affairs by all faculty and, where appropriate, students, and strive to keep departmental morale high. They should, moreover, maintain sensitivity to the world outside their disciplines and the College, and continually attempt to keep their departments aware of and responsive to the larger educational and social contexts in which they function.

2. *Curriculum*: The Chair, in consultation with other department members, is responsible for the department's course offerings and major requirements. Insofar as is possible, faculty should be permitted to teach the courses they prefer in the areas of their particular expertise, providing that student needs are met. Scheduling of courses and determination of examination policies should, insofar as possible, reflect the wishes of the department members teaching those courses. The Chair should take into account the needs of the students as well as the discipline in the shaping of the curriculum. The Chair has the primary responsibility for encouraging faculty to advise students conscientiously and carefully and also to keep library and resource materials current.

3. *Personnel*: The Chair is responsible for seeking out highly qualified candidates for vacancies in the department. An important factor in their selection should be their competence and willingness to teach according to the

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In the case of a proportional appointment s

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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 College, and continually attempt to keep their programs aware of and responsive to the larger educational and social contexts in which they function. Directors should ensure that the interdisciplinary nature of the programs remain central to the mission of the College.

2. *Curriculum*: The Director, in consultation with other program members, is responsible for the program's course

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4. The faculty referees shall in all cases indicate in writing clear support or lack of support for the candidate on the basis of the candidate's work in the program.

5. In a second year review, the Faculty Handbook does not require documentation appended to the Chair's letter. In all other personnel decisions forwarded to the Dean of the Faculty/Vice President for Academic Affairs and to ATC and/or PC, the Department Chair [illegible]

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A. A proposal to establish or eliminate a major shall be made first to the Curriculum Committee by members of the Faculty. The proposal shall be accompanied by a complete rationale based on academic concerns.

B. The Curriculum Committee shall consider the proposal and e7 Tw 0.831 0 /A3 and1EMC /P <</-5.2 (c)Tj3 -8.46-esider ts8472d thes. Thh (t)-9.2 9c6- (.)-1 (1r Tw 0 w.b)1.62

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academic affairs); the Vice President and Dean of Admissions and Financial Aid; the Dean of Students and Vice President for Student Affairs; the Registrar; the Director of Institutional Research; the Senior Associate Director of Admissions; the Director of Master of Arts in Liberal Studies Program; the Managing Director of Academic Programs, Residencies,

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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 m-5.2BDC -28erree9.2 (o)80.045 -4 (d)L6 Tc 0.006 Tw [(ex)8 (p)-4 (r)-2.4 (es)5.4 (s)-6.6 ( )12

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I. FACULTY MEETING BY-LAWS

Article I. The Faculty Meeting

A. Faculty governance is carried out through decisions made at Faculty Meetings and through a system of committees of the Faculty. The primary purpose of Faculty Meetings is to provide a forum for discussion on important college matters and to facilitate governance of college affairs.

B. Faculty Meetings, presided over by the President, are generally held on the first Friday of each month.

C. Eligibility to Vote

1. All the faculty as herein defined are expected to attend Faculty Meetings and are eligible to vote:

a. all full-time members of the Faculty (including those on phased employment) and faculty holding shared appointments at the rank of 6eg2.fofc38e8 (nt)-.2 (nt)-5.2 ())1.7 ( )]T*27 >99 (*27 >9t)-3.4.6 ()0.[er7.5-9t]-3.[]TJ[(a)-1(n)-4(d)]TJ0 3(4)2]TJ0 -32.0PT6wTd[a]3T0-0.0265Tw0.3

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Article II. The Presiding Officer

A. The Dean of the Faculty/Vice President for Academic Affairs shall preside over the Faculty Meeting. In the absence of the Dean of the Faculty/Vice President for Academic Affairs, the presiding officer will be in successive order

1. The President;
2. The Chairperson of the Faculty Executive Committee;
3. A member of the Faculty selected by the Faculty Meeting.

B. The Dean of the Faculty/Vice President for Academic Affairs shall appoint a parliamentarian from the Faculty who will advise the Chair at all meetings on questions of procedure. The parliamentarian will also serve as a resource for faculty to consult on parliamentary questions. The parliamentarian has no authority to make rulings or to enforce them.

Article III. The Agenda and Minutes

A. Agenda

1. Faculty members should notify either the Dean of the Faculty/Vice President for Academic Affairs or the Chair of FEC of items they wish included on the agenda by Monday in the week of a Faculty Meeting. The Chair of FEC will convewe to1 -12.1 (w)13.2 (l) (o)89.8 ( )-12 (4 (er)]TJ0 Tc 0 Tw 15.289 0 Td( )Tj0.002 Tc -0.002 Tw 0.289 0 3W06 (h i)6.9 002 Tw 0.206 Tc .9

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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 sha2.3 (e n11.9 0-9.2 (n)-4 (p)-4 bw)13.2 (h)-4 0 Tc 0 T6 (es)5.5ose

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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. TtoJ.6 (..2 (bf.2 (r)2.5 (h)4.2 (r)12.l43[x14.5(t)4.2 (mp3.7 (ul)18.9 (e(J.6 (...9 (")28(T)LTJ[(T)149 ((l)2.2 (o)(..2 (

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sabbatical cycle to serve (i.e., years 1-2-3 or 2-3-4 or 3-4-5 or 4-5-6). This gives maximum freedom to the faculty in determining the time of their service while maintaining a key advantage of the cycle: continuity of service on our core committees.

One year of faculty governance committee service will be expected from untenured tenure-track faculty in either their second or third year. For instance, untenured tenure-track faculty may serve on ad hoc committees, task forces, or working groups, or as replacements for short-term committee vacancies. This experience will introduce them to faculty committee work and will provide an opportunity to forge relations with their new colleagues. Junior faculty will then come up for their first full three-year service cycle in years 5-6-7 or 6-7-8 or 7-8-9 or 8-9-10.

Full-time non-tenure-track faculty have the right, and are welcome, to participate in faculty governance. They will express their service preferences

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Finally, FEC posts Board of Trustee Meeting minutes on its web page. (In addition, ATC, PC, and CAFR meet annually with the Academic Affairs Committee of the Board of Trustees.)

Membership: Four members of the Faculty elected to serve three-year terms.

b. APPOINTMENTS AND TENURE COMMITTEE (ATC) — Elected

Function: To represent the Faculty on administrative appointments and reviews and on faculty appointments, promotions related to the tenure process, and tenure, and to make recommendations on these matters to the appropriate administrative officer. The Administration shall consult ATC to determine which administrative personnel decisions the committee judges to require faculty representation. Special meetings with the President, the Dean of the Faculty/Vice President for Academic Affairs, and the Associate Dean of the Faculty (faculty affairs) may be called at the request of any of these administrative officers or the committee. At least one meeting of the joint trustee-faculty committee is held during each academic year. Revisions to some parts of Part One (Faculty Rights and Responsibilities) of the Faculty Handbook are reviewed by ATC for its recommendations prior to a faculty vote.

Membership: Seven faculty members with tenure, at least one each from the different divisions and no two with primary affiliation to the same department/program, chosen from the ranks of Professor and Associate Professor, none of whom is on the Tenure Review Board, CAFR, PC, or FAB, elected to serve three-year terms.

A member who has served a full three-year term is eligible for re-election after being out of office for two years; members who complete an unexpired term or serve an interim term in place of a regularly elected member on leave are immediately eligible for re-election provided the service does not exceed one calendar year.

Members of ATC may not participate in the tenure cases of candidates with primary affiliation in their own departments/programs and a substitution will be made by the remainder of the committee. In exceptional cases of conflict of interest, ATC may substitute one or more members for a specific case. Former 9.74ern Ar Aer (C)6.4 (.74er)(em)-3.1 (b)-4.1 (er)-2.4 (s8 (r)(o)8.1 ((er)-2.3ar)-2. (er)9.7 (v))-12 (ar)-2.3 ( )]TJ0.(u)-4 (b)-4.1 (s)5 (f)94 (i)2.9 (t)-9.2 (u-9.2)-4.1

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c. COMMITTEE ON EDUCATIONAL POLICIES AND PLANNING (CEPP) — Elected

Function: To recommend to the Faculty

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and Director of Campus Life; the Director of the First-Year Experience; and three students appointed from members of the Forum.

k. ATHLETIC COUNCIL — Elected

Function: To provide oversight and support for the athletic, fitness, physical activity, and recreation programs on campus; to advise the Dean of Students and Vice President for Student Affairs in articulating and espousing the vision for athletics, fitness, and recreation at Skidmore and to recommend policies regarding these programs; to work in conjunction with the President, the Dean of Students and Vice President for Student Affairs, the Dean of the Faculty/Vice President for Academic Affairs, the Athletic Director, the Student Athletic Advisory Committee (SAAC), and Advancement to assure productive links between athletic and academic programs; to evaluate the teaching of physical activity instructors and to review the physical activity program; and to assist in other matters relating to athletics, fitness, physical activity, and recreation, as may be brought to the Council's.1 (ev)85airs1 (r)-2.4t.

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staff may include representatives from the Office of Academic Advising, the Registrar, or Off-Campus Study and Exchanges. This expanded participation in CAS meetings can occur only with the consent of the regular CAS membership. Those voting on CAS are the three faculty members, the Associate Dean of the Faculty (student academic affairs) or a designated representative, the Registrar or a designated representative, and the two students.

n. FACULTY ADVISORY BOARD (FAB) – Elected

Function: To provide a pool of faculty peers to staff an Advisory Panel (AP, see n below), which is convened in the formal investigation of a discrimination or harassment charge made against a member of the Faculty; or to staff a Grievance Panel (GP, see o below), which is convened (i) when a member of the Faculty appeals disciplinary sanctions, based upon charges of professional incompetence, neglect of duties, professional misconduct, or personal misconduct or (ii) when the Associate Dean of the Faculty (faculty affairs) believes dismissal of a member of the Faculty is warranted, based upon charges of professional incompetence, neglect of duties, professional misconduct, or personal misconduct; to provide faculty to hearings related to sexual and gender-based misconduct; if and when needed, to provide three members to serve on the Administrative 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 appo0.001 Tw81e Td( )TjEMC /P <</M88e ap.1 ( )-12 (v)Tm, be.1 ((b)- 0 Td)-4 ((t)8(t)-b)-4 (er)-2.3 (r)9.7 (s 0 Tw 1.)16.28h ( )C /Span s w

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5. Written final examinations may not be given in whole or in part prior to the scheduled examination period.

B. Class Attendance

1. Instructors will make known to their classes their policy concerning the effect of absence on the student's

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A student's failure to meet time limits will result in denial of the student's appeal. If the faculty member, department chair, program director or dean fails to meet a deadline, the appeal will move to the next level.

E. Peer Evaluations of Teaching

Each department shall establish a timetable and procedures for visiting classes taught by untenured departmental colleagues and discussing with them observations derived from visitations.

F. Student Evaluations

1. *All-College Student Evaluations*

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PART THREE

ALL- COLLEGE GOVERNANCE

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ii. If more than one honor code violation is reported for a particular student, the Associate Dean of the Faculty (student academic affairs) may take further disciplinary action or refer the case to the Integrity Board or request an administrative hearing.

b. The matter may be referred to the Integrity Board by the faculty member. rettotiad fulaer.

2. In case of a violation of the social honor code, the faculty member may follow the procedure described in 1.a. above or consult with the Associate Dean of Student Affairs/Judicial Counsel

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Further information about the parental leave policy is available online at:
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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.

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PART FIVE

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III. THE COLLYER VICE PRESIDENT FOR ADVANCEMENT

The Collyer Vice President for Advancement is elected by the Board upon the nomination of the President and is the chief officer under the President for Development and Alumni Affairs. The Vice President for Advancement is responsible for all duties assigned by the President which, typically, include development of institutional support and resources and the coordination of programming for alumni.

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cooperation. The Dean of the Faculty/Vice President for Academic Affairs works with the Committee on Educational Policies and Planning, and other appropriate bodies, on educational matters.

B. Academic Staff

Academic Staff consists of two groups: (1) Department Chairs and single-discipline and interdisciplinary Program Directors and (2) Academic Leadership comprising the Associate Deans of the Faculty and all those reporting directly to the Dean of the Faculty/Vice President for Academic Affairs and to the Associate Deans of the Faculty — as well as others whose work is directly in support of academic programming, such as the Director of IT-Learning Experience Design and Digital Scholarship Support. In quarterly meetings, information of direct relevance to academic programs is shared. Academic Staff serves to advise the Dean of the Faculty/Vice President for Academic Affairs regarding programs and policies in or pertaining to academic affairs at the College.

C. The Associate Dean of the Faculty (diversity and faculty affairs)

The Associate Dean of the Faculty (diversity and faculty affairs) is appointed by the Dean of the Faculty/Vice President for Academic Affairs and is responsible for all matters assigned by the Dean of the Faculty/Vice President for Academic Affairs, which generally include the following: enhancing the quality of the Faculty and, in consultation with Department Chairs, making new appointments to the Faculty for tenure-track and contingent appointments (subject to the approval of the Dean of the Faculty/Vice President for Academic Affairs); overseeing diversity and inclusion initiatives; conferring with the Faculty Development Committee on sabbatical leaves and making recommendations to the Dean of the Faculty/Vice President for Academic Affairs regarding faculty and curriculum development, and the administration of all interdisciplinary programs.

The Director of the Center for Leadership, Teaching, and Learning and the Director of Civic Engagement report to the

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and in addressing other academic and co-curricular activities for the entering class. The Dean of the Faculty/Vice President for Academic Affairs appoints the Director of the Office of Off-Campus Study and Exchanges, who works with students wishing to study abroad and is responsible for monitoring all relevant programs and policies. The Dean of the Faculty/Vice President for Academic Affairs appoints the Director of Academic Advising, who implements the faculty-based advising system and provides guidance to students considering academic program options, to students with academic distinction, and to students experiencing academic problems. The Dean of the Faculty/Vice President for Academic Affairs appoints the Director of the Opportunity Program who oversees the development and implementation of Skidmore's HEOP and AOP programs.

V. THE DEAN OF STUDENTS AND VICE PRESIDENT FOR STUDENT AFFAIRS

The Dean of Students and Vice President for Student Affairs is responsible for all matters assigned by the President, which include all student life programs at the College. The Dean of Students and Vice President for Student Affairs appoints the Associate Dean of Student Affairs for Athletics; the Associate Dean of Student Affairs for Health and Wellness; the Associate Dean of Student Affairs for Campus Life and Engagement; the Associate Dean of Student Affairs for Student Development; and the Executive Director of the Career Development Center. Together with the Associate Deans, the Dean of Students and Vice President for Student Affairs is responsible for athletics; residential life policies and programs;

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1. All proceedings of the Review Committee will be held in the strictest confidence. Members of the committee will be asked to accept the same code of confidentiality that is adopted by the members of ATC and CAFR.

2. Evaluations received by the committee will be kept in confidence. The President will have access to all evaluation materials. The Officer being reviewed will not see them and they will be filed in a sealed, confidential file in the Office of the President for a minimum of three years or as long as the person under review continues in the position. The file will then be destroyed.

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PART SIX

EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY, AND ANTI -HARASSMENT: POLICIES AND PROCEDURES

I. INTRODUCTION

Part Six communicates the philosophy and perspective of Skidmore College regarding issues of equal employment opportunity, diversity, and anti-harassment. It also presents the College's policies, objectives, and plans for maintaining its status as an equal opportunity employer and educator and for supporting its goal of extending the diversity of our community. While some of the policies outlined in Part Six are required for legal compliance, others are internally motivated and reflect our commitment to an inclusive and hospitable working and learning environment.

Equal Employment Opportunity laws and regulations prohibit discrimination against employees or applicants for employment based on race, traits historically associated with race, color, creed, religion, gender (including pregnancy), age, national or ethnic origin, physical or mental disability, military or veteran status, marital status, sexual orientation, gender identity or expression, genetic information, predisposition or carrier status, domestic violence victim status, familial status, or any other characteristic protected by applicable federal, state, or local laws. This Policy further prohibits domestic violence, sexual violence, and stalking, which need not be based on an individual's protected status. The Policy also prohibits complicity for knowingly assisting in an act that violates this Policy and retaliation against an individual because of the individual's good faith participation in the reporting, investigation, or adjudication of violations of this Policy. The College fully supports these prohibitions and has adopted policies reflecting its commitment to non-discrimination and equal opportunity in its employment and educational practices.

For more information on Equal Employment Opportunity laws, please visit https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf.

Skidmore College's Equal Opportunity and Diversity policies further apply to the recruitment and admission of its students, to the administration of its educational policies and programs, and to the recruitment and retention of its faculty and staff. They apply, in addition, to all individuals and organizations associated with, or doing business with or for, Skidmore College.

Part Six of this Handbook is subject to periodic review, evaluation, and modification (see Article IV, A). The policies and philosophy, however, constitute a firm com.2 (t)69it e92 317.nE699 0 Td(37w 0.289 0r (ut)-17.2-5 (i)-c.1 (a)2 (t)69)ples f equnal4dmppotuity5ff or9ll4.5 ( )]Tj0.0

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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 equal employment opportunity affirms Skidmore College's commitment to the principle of equal opportunity in education and employment:

Equal Employment Opportunity Policy

Skidmore College is committed to being an inclusive campus community and an Equal Opportunity Employer. The College therefore prohibits discrimination against any individual or group of its e t

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Complaints of sexual harassment, sexual misconduct or gender-based violence may implicate Title IX of the Education Amendments of 1972, as well as other applicable non-discrimination and harassment laws. Skidmore has designated a certain individual to address efforts in this area to comply with Title IX and other federal and state laws governing colleges and universities. Questions or any concerns about Title IX should be directed to:

Title IX Coordinator
jaure@skidmore.edu
(518) 580-5708

Additional information about Title IX and how it applies to complaints of sexual harassment against employees, is set forth below.

2. *Employment Environment*

As stated above,adl(e)16 k(6.6 (n-5.3g)6.6 tc 0 Tw 16.602 o) 1 c -0.002 w 0 n

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g. At the conclusion of the interviewing phase, the office or department responsible for hiring will contact the ADEWD to [illegible] e3s2.9 6803 eTt83 (9 (b1 c -0.003 Th 1.003e)4(en)8e)12.2 (a)12.72e(A) (b1 cdi-0.003 T1 1.003a)4(en) -0.003 Teen 9 (b1 ci-0.003 Tn -0.00

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cancel or continue any internal inquiry/investigation already in process. The College may also conduct its own investigation once the external action is completed.

The College's complaint process, for the purpose of meeting required deadlines, begins once the ADEWD conducts an initial interview with the complainant. During the initial interview, the ADEWD will discuss with the complainant whether or not the alleged incident(s) of harassment or discrimination constitute(s) a potential violation of the College's policies. The complainant will also be told about their rights under the College's complaint procedures.

The complainant will have the right to

- x have a representative (not an attorney), including a shop steward if a member of a union, present as an observer during the complaint process;
- x be granted confidentiality, to the extent possible, throughout the process;
- x withdraw the complaint at any time during the process (with the understanding that the College may be required to pursue the issue);
- x review and sign their own statement and receive a copy;
- x review the ADEWD's summary, which indicates whether the alleged misconduct was found to violate College policy;
- x file the complaint with a federal, state, or local agency designated to hear/investigate EEO complaints;
- x request mediation; and
- x have a meeting with the ADEWD after the informal inquiry and, if the complaint proceeds, after the formal investigation.

The complainant will not have the right to

- x have an attorney present;
- x use any mechanical device to record the proceedings (in case of disability, the representative may be delegated to take notes);
- x

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Members of the AP will participate in the interviews, but the ADEWD will take the lead in questioning. If either the complainant or respondent makes the request (and both agree), the members of the AP will not participate in any interviews but will instead review all documents pertaining to the case and consult with the ADEWD during the investigation.

When possible, the investigation will be completed within 20 calendar days from the date the formal complaint is filed, unless more time is required by the ADEWD, or designee. If the AP finds that the investigation will exceed this time limit, the ADEWD will provide written notification to the complainant, the respondent, and the appropriate official.

Upon completion of the investigation, the ADEWD will develop a complaint file consisting of all documents gathered during the investigation, along with statements from witnesses. The ADEWD will prepare a final 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

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C. Retaliatory Actions

Applicable law and College policy prohibit retaliation against any person reporting or thought to have reported discrimination or harassment. Retaliation is also prohibited against any person who is a witness or otherwise involved in a harassment or discrimination proceeding. Retaliation against a person shall be considered a serious violation of the policy on retaliation and shall be considered independently of the underlying complaint. Encouraging others to retaliate also violates this policy.

Retaliation includes any conduct, whether or not workplace- or employment-related, directed at someone because someone opposed a discriminatory practice, made a good faith report of harassment or discrimination, or participated or cooperated in such an investigation, which might deter a reasonable person from making or

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PART SEVEN

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