

: The Committee on Appointments, Promotions, and Tenure moves to amend the motion of December 1, 2017, by substitution with the following language and provisos:

necessarily community-based. Therefore, the judgments of departments and programs, and especially ~~CAPT~~ **COT, COP**, as the bodies elected by the faculty to represent the faculty in matters of promotion and tenure, necessarily set the standards for reappointment, tenure, and promotion at Skidmore College.

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This section of the Handbook sets out the criteria and standards that ground judgments regarding reappointment, tenure, and promotion in academic rank. It also discusses the



i. Full-

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 ~~CAPT~~ COT and kept in a confidential file in the President's Office (or the ~~CAPT~~ COT Reading Room) as required by law.

d. Unsolicited letters received by ~~CAPT~~ COT must be signed and must address themselves to one or more of the evaluative criteria for continued service as delineated in the Faculty Handbook. Such letters will be stored in a confidential file labeled "Unsolicited Letters" and kept in the President's Office (or the ~~CAPT~~ COT Reading Room) as required by law. Within seven days of the date stipulated by the annual ~~CAPT~~ COT calendar for receipt of all letters, the Chair of ~~CAPT~~ COT will give the candidate a list of names of those who have written unsolicited letters about the candidate.

f. After conducting its deliberations, ~~CAPT~~ COT reports its recommendations to the President and the Dean of the Faculty/Vice President for Academic Affairs. The Dean of the Faculty/Vice President for Academic Affairs then consults with the Associate Dean of the Faculty (faculty affairs). In the event

semester, notice of the Board of Trustees' decision regarding tenure must be given on or before October 31st of the appropriate year. Tenure status is effective immediately.

## 6. Review of Negative Tenure Decisions

- a. A faculty member who is denied tenure but believes that the case received inadequate consideration may petition the Tenure Review Board (“TRB”) for a review. The candidate may choose to have TRB consider the request and hold the review during either the spring semester of the academic year in which ATC completed its consideration of the case or during the fall semester of the following academic year. For spring appeals, one step is required to request a review. For fall appeals, two steps are required. For a spring appeal, the candidate must submit to the TRB a letter stating in a clear and concise manner exactly how the consideration of the case is perceived as having been inadequate. The review must be requested by March 21. For an appeal in the fall, a candidate must submit to TRB by May 1 a written notice that they will request a review. In addition, a letter as described above must be submitted by September 1. Such a review must be requested by

of ~~CAPT~~ COT shall initiate the review by convening the Tenure Appeal Committee (TAC), a committee consisting of the ~~six~~ seven members of ~~CAPT~~ COT 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 ~~six~~ seven members of ~~the~~ CAPT COT to reconsider the case. The Tenure Appeal Committee will have access to the written information which the ~~CAPT~~ COT 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 for a spring appeal and September 20 for a fall appeal.** ~~specified by in the CAPT Calendar, but~~ shall not be sooner than February 15 nor later than March 15i (nda) -0(e) -0.4 (540 1 536.16514.0



a simple majority vote of the ~~nine~~ ten members to the President upon completing its deliberations. This recommendation shall be made to the President no later than May 1 for a spring appeal or October 10 for a fall appeal.

- g. The President shall decide about appropriate action and shall convey the result of a



vii 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-

(5) service credentials presented within the context of the broad statements about service in Part One (Faculty Rights and

c. COMMITTEE ON APPOINTMENTS, ~~PROMOTIONS,~~ AND TENURE (~~CAPT~~COT)  
— 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 ~~CAPT~~COT 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 Responsib

#### d. COMMITTEE ON PROMOTIONS (COP) — Elected

Function: To represent the Faculty on promotion cases to Professor and pre-tenure promotions to Associate Professor.

Membership: Five faculty members with tenure, at least one of whom must come from each of the four divisions, none of whom is on the Tenure Review Board, CAFR, COP, or FAB, elected to serve three-year terms. Members of COP may not participate in the promotion cases of candidates in their own departments.

#### g 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 ~~CAPT~~**COT**, 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** COT. All members of the Board must have been tenured for at least two years. No two members may be from the same department. Faculty currently serving on ~~CAPT~~**COT**, COP, CAFR, or FAB are not eligible. No member of the Tenure Review Board may sit for the review of a candidate in the same department. FEC will provide replacements for such reviews as needed.

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#### h i. TENURE APPEAL COMMITTEE

Function: To review a negative tenure recommendation at the request of the Tenure Review Board.

Membership: The **seven** members of ~~CAPT~~**COT** plus the three members of the Tenure Review Board. No member of the Tenure Appeal Committee may sit for the review of a candidate in the same department. FEC will provide replacements for such reviews as needed.