All dates refer to the 2020-2021 Academic Year, unless otherwise noted

by March 1, 2021. Notice of the decision by the Board of Trustees to grant tenure is given on or the day before Commencement as mandated in the Faculty Handbook.

Eligibility

Guidelines related to tenure eligibility are stipulated in the Faculty Handbook, Part One, Section VIII. E. 4.

Procedures for Granting Tenure

Procedures for granting tenure are stipulated in the Faculty Handbook, Part One, Section VIII. E. 5. The following list provides additional dates and details.

1. By April 24, 2020 the Associate Dean of Faculty (ADOF) supplies ATC with a list of current faculty members standing for tenure in 2020-2021.

2. In March or April 2020, ATC meets with faculty members eligible for tenure.

3. By June 1, Chairs and Program Directors (CPDs) of tenure candidates send requests to

   reviewers (with contact information including address, telephone number, and email address) to Sue Blair in the Office of the DOF/VPAA. Note: This would have occurred May 20, but the schedule was modified for 2020 because of the COVID-19 pandemic.

4.

7. By September 5, CPDs request letters from full-time faculty members in at least their third year of full-time service at Skidmore College and other individuals deemed appropriate. These department letters are due to Chairs and Directors on October 1.

8. By September 5, CPDs request letters from reviewers internal to Skidmore, and invited by the candidate, and a list of those reviewers with contact information is sent to the

    1.

9. By September 10, CPDs forward external letters reviewing tenure candidates to the Office of the DOF/VPAA office (c/o Sue Blair).

10. By October 1, CPDs forward department letters, internal letters, and their own letters to the DOF/VPAA Office (c/o Sue Blair).

11. By October 1, the Chair of ATC sends to tenure candidates a list of names of all those who have written unsolicited letters about the candidates.

12. Candidates for tenure may submit a letter on their own behalf.

13. If ATC deems it appropriate, it will request information. This may include information from other faculty members who have been closely associated with the candidate and from administrative officers such as Program Directors, Associate Deans of Faculty, Director of Academic Advising, and Dean of Student Affairs, who may be in positions to

18. ATC will make its recommendations in writing to the President, the DOF/VPAA and the ADOF by February 15. After the ADOF and the DOF/VPAA have deliberated about ATC recommendations, the DOF/VPAA and/or the ADOF may request to meet with the ATC, at which time, ATC, without revealing individual positions, will provide reasons for the ATC may also request an additional meeting. The President may also request a meeting with ATC to discuss its recommendations. In the event of a disagreement between the DOF/VPAA and the ATC, the DOF/VPAA and the ADOF meet with the ATC to discuss the reasons for the disagreement. In the rare instance in which the President does not concur with the recommendations of the ATC, the President will meet immediately with the ATC to offer detailed and compelling reasons for such divergence.

19. By March 1, the ADOF   epartment Chair or program director of the ATC   chairs and program directors will notify the candidates immediately. Candidates who are not recommended may request a meeting with the DOF, ADOF, and the Chair of ATC.

20. When the ATC disagrees with the unanimous or near-unanimous recommendation of a department or program, the Chair of ATC will meet with the chair of that department or director of that program, if the chair/director requests a meeting.

21.
of the Board of Trustees and the ATC informs the AAC of the recommendations it made
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3. ATC calls a meeting in March or April with the ADOF and the chairs or directors (only) of newly reappointed faculty and
system at Skidmore in detail.