

## **CAPT OPERATING CODE 2014-2015**

### Members of CAPT:

John Brueggemann, Sociology  
Patricia Fehling, Health and Exercise Science  
Debra Fernandez, Dance (Fall 2014)  
Matthew Hockenos, History  
Crystal Moore, Social Work (Spring 2015)

## **Eligibility**

1. Only full-time members of the teaching faculty and those in shared positions (a.k.a. shared appointments) may be considered for tenure.
2. Full-

4. By September 8, 2014 CAPT will send letters requesting information and recommendations to the persons in the Skidmore community suggested by the candidate requesting their evaluation of the candidate's professional work. Similar letters will also be sent to the chair of the appropriate department and to those full-time faculty members (and those with shared appointments) in the candidate's department and/or ID program (in the ranks defined in Part One, V Categories of Appointments to the Faculty, Topics A, Tenure-track appointments and E.2b. Artists or Writers-in residence, with the exception of those faculty holding full-time administrative appointments) who are in at least their third year of full-time service at Skidmore. Individuals writing letters requesting information from Topics A, Tenure



the candidates immediately. Candidates who are not recommended may request a meeting with the ADOFP and the Chair of CAPT.

17. When the CAPT disagrees with the unanimous or near-unanimous recommendation of a department, the Chair of CAPT will meet with the chair of that department, if the department chair requests a meeting.
18. The President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees and the CAPT informs the AAC of the recommendations it made to the President. The Board makes final decisions to grant tenure.
19. The ADOFP will convey the decision of the Board of Trustees to the candidate and to the candidate's chair on or before March 1.

***REAPPOINTMENT: Second Year***

Procedures for second-year reappointment are stipulated in the Faculty Handbook, Part One, Section VII. D. 1. a.

1. At the end of the appointee's second year, the department determines whether or not it regards the appointee as a candidate for reappointment, according to departmental procedures and the evaluative criteria set forth in Part One, Article VII. Section A., with particular emphasis on teaching effectiveness. The department informs the Associate Dean of the Faculty for Personnel of its decision on or before May 22 of the appointee's second year. In the case of proportional appointments (see Part One, Article V, Section C), each program and/or department involved shall inform the Associate Dean of the Faculty for Personnel of its decision on or before May 22.
2. By June 15 the Associate Dean of the Faculty for Personnel reminds appointees not regarded as candidates for reappointment that their service terminates at the end of their third academic year.
3. The candidate has the right of access to, but may not photocopy, the written materials sent to the ADOFP by the department. If the appointee believes that the decision against reappointment was based on inadequate consideration of the standards for continued service, the Associate Dean of the Faculty for Personnel may review the evaluation. If the ADOFP finds in favor of the appointee, the case is returned to the department for reconsideration.
4. In a case where the disagreement between the department and the ADOFP cannot be resolved, the CAPT will review the candidate's file and make a third recommendation to the DOF/VPAA. This recommendation will be made on, but preferably before, September 30, as the CAPT's first order of fall business.
5. The DOF/VPAA decides to accept or reject recommendations in all cases presented. The decision on the candidate shall be announced as soon as possible to the departments concerned, but in no case later than October 15.

***REAPPOINTMENT: Third Year***

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

1. If a department regards the appointee as a candidate for reappointment, it must submit its recommendation, positive or negative, with supporting evidence to the ADOFP on or before January 15 of the appointee's third year. This evidence must include a cover letter from the chair and letters from full-time faculty and those holding shared appointments in the department or ID program concerned (in the ranks defined in Part One, V. Categories of Appointments to the Faculty, Topics A. Tenure-track Appointments and E.2b. Artist or Writer-in-Residence) who are in at least their third year of full-time service at Skidmore, and (where appropriate) program directors.
2. The ADOFP must decide by February 16 whether to recommend to the DOF/VPAA a further three-year contract or termination of the individual's service. The ADOFP shall base this recommendation on the evidence submitted by the candidate's department, and on the standards of excellence the executive Service shall use in its review of reappointments.

be closely scrutinized by the department, CAPT, and the administration for evidence of extraordinary merit.

3. For the rank of Professor, the appropriate terminal degree (or its professional equivalent) normally is required. Promotion to this rank shall be granted to faculty who have shown evidence of continuing high-quality teaching (or, in the case of Library faculty, librarianship) as well as sustained and significant creative or scholarly growth; and significant involvement in the affairs of the college. When the ADOFP provides department chairs and CAPT with the annual list of those in the Associate rank for seven years or more, CAPT may take the opportunity to ask questions about those who have been in rank for many years.
4. CAPT will consider its recommendations during the period from January 23 through March 20. The committee meets with the Dean of Faculty and Vice President for Academic Affairs and the ADOF-1(d)10(ur)3(i) 299e-22/0(m0(ur)1)-10(v)12(e)-(Td (3)Tm )-10(o)t-

2. The DOF/VPAA's office will supply CAPT with the CVs of candidates for



8. CAPT conducts an annual review of its Operating Code, Calendar, and the TAC Operating Code and distributes them to the faculty and administrative officers at the beginning of the academic year.
9. CAPT confers with the President, the DOF/VPAA, the ADOFP and the Trustees on matters of common concern, including the granting of honorary degrees.
10. CAPT attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee.
11. If CAPT is charged by an individual with a violation of academic freedom and rights, CAPT meets with CAFR and cooperates with CAFR's inquiry and investigation to the fullest extent possible.
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