

CAPT CALENDAR 2017-2018

All dates refer to the 2017/2018 Academic Year (unless otherwise noted).

JUNE 2017

Deadlines for June 15

Letters from the Associate Dean of the Faculty (ADOF) to second year faculty members who have not been designated as candidates for reappointment by their department.

JULY

Chairs send CAPT Calendar, CAPT Operating Code, and TAC Operating Code to Office of the Dean of Faculty and Vice President for Academic Affairs (DOF/VPAA) for inclusion in department chairs' handbook.

AUGUST

Deadlines for August

August 28

Candidates for tenure submit materials in evidence of teaching effectiveness to the Office of the DOF/VPAA.

Candidates for tenure submit materials in evidence of professional and service accomplishments to the Office of the DOF/VPAA.

SEPTEMBER

During the Month of September, CAPT:

Distributes CAPT Calendar, CAPT Operating Code, and TAC Operating Code to the faculty.

As first order of business, reviews file of any second year appointee denied consideration as a candidate for third-year reappointment when the ADOF and the department disagree after reconsideration. CAPT makes a third recommendation to the DOF/VPAA as soon as possible, and no later than September 25.

Announces to all faculty that the annual meeting of CAPT for new tenure track members of the Faculty, their chairs, and the ADOF will occur in February.

Notifies department chairs reminding them to submit letters for promotion to the ADOF for those faculty who earned doctoral degrees during the summer.

Deliberates and consults with DOF/VPAA and

Deadlines for September

September 1

Candidates for tenures submit names of referees inside the Skidmore community to the chair of CAPT.
ADOF informs CAPT of any special arrangements regarding chairs or personnel committees in tenure cases.

September 7

The Chair of CAPT sends a letter listing tenure candidates for the year to the President with a copy to the DOF/VPAA and ADOF.
The Chair of CAPT requests letters from chairs, full-time faculty members (and those holding shared appointments) in the candidate's department (in the ranks defined in Part One, V Categories of Appointments to the Faculty, Topic A, Tenure Track Appointments and E.2.b. Artist or

OCTOBER

During the Month of October

2

CAPT deliberations on tenure candidates commence and continue to November 24.
CAPT meets with potential candidates for promotion and their chairs.

Deadlines for October

October 2

The Chair of CAPT sends to tenure candidates a list of names of all those who have written unsolicited letters about the candidates. Letters from chairs or other evidence of completed degrees due to the DOF/VPAA on promotions for those faculty who earned terminal degrees during the summer.

October 10

Latest date to hold open meeting on promotion for qualifying candidates, chairs, and other interested parties.
Department Chairs present updated CVs of potential promotion candidates and consult with the Dean of the Faculty/VPAA

October 14

As earned (As) Tjr (nTd (As) T.23 Td <0078> Tj a () Tj -0.004 Tc 0.004 T3 (y)30 (i)-2 (ng

Deadlines for December

December 4

DOF/VPAA announces appointments to endowed chairs.

3

December, on or before the last day of classes

ADOF notifies department chairs regarding tenure recommendations; department chairs immediately notify candidates.

December 22

Recommendations for promotion due to CAPT

February 15

ADOF makes recommendations to the DOF/VPAA on 3rd year reappointments.

ADOF reports to CAPT on 3rd year reappointment recommendations.

February 26

In case of a disagreement between a department and the ADOF on reappointment, CAPT presents a third

CAPT discusses with department chairs and program directors procedures and criteria for tenure and promotion at the end-of-the-year chairs and program directors retreat.

Oral reports from committees undertaking