curricular enhancement. Additional Trustee Visiting Scholars may be appointed as sabbatical replacements.

f. Lecturer: A lecturer is a full- or part-time member of the teaching or library faculty needed in a department or program. Lecturers may be practicing professionals qualified by the possession of special skills or experience though they may not necessarily have the academic credentials required for appointment at professorial ranks.

g. Teaching Associate: Full- or part-time appointments that combine teaching and coaching or assisting in the delivery of the curriculum in a department or program. Promotion to Senior Teaching Associate is granted by the department according to departmental procedures and with the consent of the Dean of the Faculty.

h. Visiting Teaching Associate: A visiting teaching associate is a full- or part-time appointment for fewer than three years.

i. Research Associate: This is a non-teaching, non-3755 Tm(i. Research Associe7Tj10.02 099821 55andt523.3755 Tm(isala(ic1 0

expects faculty members to assume responsibility for the common life of the institution in ways that are comme

holding office hours, taking pa

C**.** Academic Responsibilities

1. Availability: Faculty members are expected to be available for academic duties during the academic year. The year for full-time faculty, excluding certain department

e. The Vice President for Academic Affairs shall make the decision to accept or reject recommendations in all cases presented. The decision on the candidates shall be announced as soon as possible to the departments concerned. The Dean of the Faculty shall offer further three-year contracts to successful reappointment candidates on or before March 1st .

f. A candidatestst

each department shall follow its established procedures to evaluate candidates for reappointment. The Ch

i. If the appointee believes that the decision against reappointment was made in violation of academic freedom and rights or was procedurally inadequate, the CAFR, upon petition by the appointee, will review the allegations and report to the Dean of the Faculty.

ii. If the appointee believes that the decision against reappointment was based on inadequate consideration of the standards for cont 257.07646 663.7791 Tm02 124.24843 687.1797646 663.7791 Tm039411Kt02 504.29202 663.779t5338.

look ahead as well to the future needs of departments and special programs with an eye to shifts in

FACULTY RIGHTS AND RESPONSIBILITIES

All information is sent to the Chair of the CAPT and kept in a confidential file in the President's office (or the CAPT Reading Room) as required by law.

4. Unsolicited letters received by the CAPT 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 Reading Room) as required by law. Within seven days of the date stipulated by the annual CAPT calendar for receipt of all letters, the chair of the CAPT will give the candidate a list of names of those who have written unsolicited letters about the candidate.

5. The following procedures should be observed:

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

b. The Chair will ad

credentials of the candidate for 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 the CAPT. The Vice President for Academic Affairs will do the same in the case of a candidate for Dean of the Faculty. The qualififc 0.00031 Tw 10.02 0 Tm(.16C02 0 0 10.02 97.)Tj10.02 0 0 10.02 186.65758 663.7207 T026f

specified by the CAPT in the CAPT Calendar, but shall t

CAPT. Nomination by the Dean of the Faculty for such consideration does not presuppose a successful outcome

C. Artists-in-Residence and Writers-in-Residence

Promotions to Senior or to Distinguished Artist- or Writer-in-Residence are granted by the Board of Trustees upon the recommendation of the Dean of the Faculty after consultation with the Department. Consideration for promotion may be initiated by the Department Chair in consultation with the Dean of the Faculty, or the Dean of the Faculty in consultation with the Department Chair. The Department Chair shall indicate the consultation procedures employed within the department when recommending a promotion. Promotion to Distinguished rank is based upon merit and not guaranteed by years of service.

D. Teaching Associates

Promotion to Senior Teaching Associate is granted by the Board of Trustees upon the recommendation of the Dean of the Faculty after consultation with the Department. The Departmee

B. Pre-tenure Paid Research Leaves of Absence

XV. APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRS

A. Criteria for Appointment

1. The appointee shall normally hold the rank of Associate or full Professor.

2. The appointee should have extensive and successful teaching experience.

3. The appointee should have qualities of personal and professional leadership and should have demonstrated evidence of administrative skill.

B. Procedures for Appointment

1. Appointment of a Department Chair is made by the Dean of the Faculty, in consultation with the members of the department concerned.

2. Appointments to the Chair are for one year and are renewable; four to eight years is the normal length of service. A Chair (tenured or untenured) may not be removed as Chair during the course of an academic year except for cause.

C. Procedures for Review

1. Department Chairs shall be reviewed once every four years. In the event of an intervening sabbatical or leave of absence the review will take place in the fifth year. More frequent reviews may take place at the request of the Chair or the Dean of

FACULTY RIGHTS AND RESPONSIBILITIES

1. The candidate's department Chair shall take into account the candidate's contributions to the program in writing the annual (or in the case of tenured faculty, tri-annual) letter of evaluation.
2. In all personnel decisions, the department Chair shall consult in writing the faculty who have been active in the program during the last two years to gather evidence on the performance of the can

Following a decision to eliminate a department according to the procedures in Part One Faculty Rights and Responsibilities, Article XVII Establishment or Elimination of a Department, untenured faculty will have the right to satisfaction of their current contract except that they will not have the right to tenure consideration. Tenured faculty should be placed in other positions at the College whenever possible, but failing that, should receive a minimum of two years notice prior to termination.

XIX. ESTABLISHMENT OR ELIMINATION OF A MAJOR

The authority to establish or eliminate a major is vested in the Faculty, the Board of Trustees, and the New York State Education Department. Establishment or elimination of a major is accomplished according to the following procedures:

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 rationale in the context of all the issues that are relevant to the College's long-range educational goals. During its study the Curriculum Committee shall work closely with the administration and the department (or departments) of the major in question. In order to allow sufficient time for study, neither the Curriculum Committee nor the initiators of the proposal may introduce the proposal at a faculty meeting until a date upon which they have agreed previously, but not later than twelve months from the time it was first brought to the Curriculum Committee.

C. The proposal may be introduced at a faculty meeting by Curriculum Committee or by those originating the proposal. If either the Curriculum Committee or the President disapproves of the proposal, this shall be brought to the attention of the faculty with full explanation, and so recorded in the faculty minut

FACULTY RIGHTS AND RESPONSIBILITIES

XXI. PROCEDURES FOR HANDBOOK AMENDMENTS

A. Proposals for revising the Handbook may be initia

FACULTY GOVERNANCE

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 members express their views and inform College policy. es t

d. and such other administrative officers as may be appointed to the Faculty by the Bo

1. votes on matters of policy (see Article VII, A);
2. votes to suspend the rules;
3. votes to go into executive session (see Article VII, B);
4. votes to amend the by-laws.

B. The quorum shall be 75 members.

Article V. The Right to Speak

A. At Faculty Meetings

1. The chairperson shall not speak to a motion while occupying the chair.
2. Other persons may speak only when recognized by the chair.
3. The speaker should address the chair.
4. The speaker should limit the length of remarks to a reasonable length (observing the guideline of two minutes).
5. A person may speak once on a motion and may speak a second time only after all other persons wishing to speak have spoken once. The only exception is that the maker of the motion has the privilege to be the final speaker before the vote.
6. The speaker should have the floor, but should not assume the chair.
7. The speaker shall not be interrupted except for the following:

a.

C. Informal Consideration. This device permits the Faculty Meeting to set aside the formal rules of debate.

1. The Faculty Meeting may entertain a motion to consider a particular motion, subject, or problem informally.
2. Such a motion may occur before or after a formal motion is proposed.
3. Informal consideration allows the meetin

Addendum
Summary Table of Rules Relating to Motions

Explanation of the Table. A star shows th

committees; it provides advice and oversight of procedures regarding faculty appointments to search committees for senior administrative positions; and it main

3. The dates of the final examination periods are announced early in the semester. No student should make arrangements to leave college before checking the examination schedule. All examinations must be taken within the examination period except in case of emergency which must be reported to the Registrar and Department concerned.

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d. The evaluations shall be availa

COLLEGE GOVERNANCE

PART THREE

ALL-COLLEGE GOVERNANCE

I. ALL-COLLEGE COMMITTEES

A. Preamble

In addition to serving on faculty committees, as described in Part Two, and in departmental governance, faculty members participate in college governance by serving on a vari

Student Affairs as Chair, and two students serving on the Integrity Board who were not p

COLLEGE GOVERNANCE

6. INSTITUTIONAL REVIEW BOARD – Appointed

Function: To investigate and to remain informed as to current government al3937 687.17967 Tm(nt)0933967687.sVIEW

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

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 Associ0 10.02 402.10762 67 Tm(m)Tj10.02 0 0 10 0 10.02 498.36404 687.12 385.69284927026

BENEFITS

1. The Skidmore College Supplemental Retirement Plan is available to those who were in the College's employ on November 15, 1990. All such employees are vested in the plan's basic benefit after five (5) full years of service to the College. Employees between the ages of 55 and 63, with 12 or more years of

Staff serves to advise the Vice President for Academic Affairs regarding programs and policies in or pertaining to academic affairs at the College.

V. THE DEAN OF THE FACULTY

The Dean of the Faculty (DOF) is responsible for all matters assigned by the Vice President for Academic Affairs, which generally include the following: enhan

The Dean of Student Affairs appoints the Associate Dean of Student Affairs and Director of the Office of Student Academic Servi

Reviews of the President should be run periodically by the Board of Trustees, and the manner in which such reviews should be run is up to the Board to determine.

Each of the seven

It is extremely important that the rights of both the Officer being revi

Skidmore College pledges to prohibit discrimination for or against any individual or group of its students, prospective students, employees or prospective employees on the basis of race, color, religion, gender, disability, age, national or ethnic origin, or sexual preference.

Skidmore College values its long traditions of academic and personal freedom, and affirms the right of individual privacy. The College is enhanced and strengthened as a learning and working community by the diversity of its memtiovi

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III. EQUAL OPPORTUNITY AND DIVERSITY AND AFFIRMATIVE ACTION PROGRAM

The Equal Opportunity and Diversity and Affirmative Action Program covers t covers t

g. Before the interview phase, the hiring department will contact the Director of Diversity and Affirmative Action to review the applicant pool. The resumes of applicants recommended for interview, and application material belonging to applicants belonging to underrepresented groups should also be made available to the DDAA. If necessary, a search may be extended in an effort to attract a more appropriately representative pool**.**

h. At the conclusion of the interviewing phase, the hiring department will contact the Director of Diversity and Affirmative Action to discuss the candidates interviewed and the top candidate. No verbal or written commitment may be made to a candidate until the Director of Diversity and Affirmative Action, the President, or the Vice President for Academic Affairs and the Dean of the Faculty in the case of academic searches, has agreed that appropriate affirmative action procedures have been followed and that the search may be closed.

The Chair shall call a minimum of three meetings a year, although meetings may be called at any tim

identifying information concerning sexual harassment is received, the College has a legal obligation to investigate and respond to complaints of sexual harassment. The following sections detail College procedures for all complaints except those between students. For a detailed description of discl

If the DDAA believes a hearing panel is needed to respond to the situation, one may be convened and members appointed by the DDAA. The hearing panel will consist of three employee (faculty/staff) members of the Diversity and Affirmative Action Committee; the DDAA will appoint one of the three to serve as chair of the panel. In the case of a student to student incident, the DDAA will insure that the Dean of Student Affairs or his/her designee joins the panel as a member. The DDAA will be present at the hearing, acting as an observer and as a resource to panel members. If the case presents a conflict of interest for the DDAA, the President will appoint an alternate to replace her/him. The hearing is a private, internal procedure of the College; attorneys cannot be present. The panel will have access to all available information required to establish relevant facts (including discussions with both the complainant and the respondent) and to recommend a response to the DDAA; the DDAA will make a final recommendation to the President.

All student-to-student, and student-to employee (when the student is the harasser) cases follow the procedures in the Student Handbook. The student integrity board reviews will include a representative from the Office of Diversity and Affirmative Action. The Director of Diversity and Affirm

It's important because if you do not come forward you are enabling the behavior to continue, and you may not be the only person being sexually harassed. Speaking up allows the College to protect you from further sexual harassment; it also allows the College to prot0 0 10ds95n338 s 0 0 10.02 402.26549 67.02 90.00005 698.88 T38.8(y)1Tj10

* The policy states that the Director of Diversity and Affirmative Action has ultimate responsibility for following up on all complaints and will be involved in each case of sexual harassment. What if there is a conflict of interest on a particular case?

In instances where there is a conflict of interest for the DDAA, the President will appoint someone from the Diversity and Affirmative Action Committee in place of the DDAA.

* What if someone reports and charges ME with sexual harassment--and it is not true?

Anyone who knowingly, maliciously or frivolously makes a false allegation of sexual harassment will be subject to disciplinary action by the College, including termination of employment.

Inquiries concerning the application of this policy should be directed to:

The Director of Diversity and Affirmative Action
Skidmore College
815 North Broadway
Saratoga Springs, New York 12866

PART SEVEN

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