Policy of
Appointment, Reappointment, Promotion, and Tenure

Smith College
2014 – 2015
POLICY OF

APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

AT SMITH COLLEGE

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The membership and mandates of the standing committees of the Faculty which are associated with matters of appointment, reappointment, promotion, and tenure are to be found in the *Code of Faculty Legislation and Administrative Practice.*
PREAMBLE AND DEFINITIONS OF TERMS USED
IN THE POLICY OF APPOINTMENT,
REAPPOINTMENT, PROMOTION, AND TENURE
AT SMITH COLLEGE

Preamble
Members of the tenure-track Faculty are those persons on appointments leading toward consideration for tenure. Members of the permanent Faculty are those holding tenure of office.

Members of the temporary Faculty are senior lecturers, lecturers or replacements; these appointments are addressed in Section VII.

All members of the tenure-track and temporary Faculty shall enjoy the same academic freedom as do members holding tenure of office. Normally only members of the tenured and tenure-track Faculty shall vote on appointments, reappointments, tenure and promotion, as detailed in Sections I.-VI.

Definition of terms
Throughout the Policy:

“Unit” denotes an academic department or program that has faculty staffing and/or offers a major.

“Chair” denotes department chairs and directors of programs that have faculty staffing and/or offer a major.

“Provost” denotes Provost/Dean of the Faculty

“Current Practices” refers to current examples of implementation of the Policy by the Committee on Tenure and Promotion. For example, review policies used by departments and programs.
SECTION I

APPOINTMENT AND REAPPOINTMENT TO THE
TENURE-TRACK FACULTY
A. THE TENURE-TRACK FACULTY

1. Terms of Appointment:
   a. Appointments to the tenure-track and tenured Faculty may be made at the rank of Instructor, Assistant Professor, Associate Professor, or Professor. Candidates for initial appointment to the Faculty who do not hold the Ph. D. or comparable terminal degree may be appointed at the rank of Instructor. If by September 1 of the initial year of appointment the College receives notification of the candidate's completion of the degree from an accredited institution of graduate study, the appointment will be changed to the rank of Assistant Professor and the salary increased retroactively to July 1 of that year. If notification of completion of the degree is received after September 1 of the initial year of appointment but prior to January 1 of that year, the appointment will be changed to the rank of Assistant Professor and the salary increased effective January 1. If the College does not receive official notification of the completion of the requirements for the degree by January 1 of the initial year of appointment, the appointment will remain at the rank of Instructor and promotion to the rank of Assistant Professor upon completion of the degree must be recommended to the President in accordance with the procedures of this Policy.

   b. The term of appointments and reappointments to the tenure-track Faculty will be from one to four years.

   c. The precise terms of every appointment and reappointment shall be stated in writing and shall be in possession of the administration, the unit, and the appointee.

   d. A copy of this Policy shall be furnished to all persons offered initial appointment to the Faculty.

   e. At the time of appointment or reappointment of individuals appointed to tenure-track positions, Chair or the Director of the hiring unit(s), after consultation with the Provost, shall apprise each individual in writing of the then existing circumstances in the College or the unit(s) that could affect future decisions with respect to reappointment and tenure, including institutional considerations identified at the meeting specified in II.B.1.a. The Chair's statement of these circumstances shall have the express consent of the majority of those members of the unit(s) present and eligible to vote on the appointment or reappointment in question.
(I.B.)

B. PROCEDURE

1. Initial Appointments to the Tenure-Track Faculty:

   a. Initial appointments ordinarily shall originate in the unit(s) concerned, which, in consultation with the Provost and the Committee on Academic Priorities, shall define the position to be filled and make recommendations to the President.

   b. Upon authorization of a position by the President, notice of the position shall be widely publicized, in a form and manner consistent with the College's policies as an equal opportunity/affirmative action employer.

   c. In exceptional circumstances, an appointment may be authorized by the Provost for a term of no longer than one year without a widely publicized search process. An individual so appointed is not eligible for further appointment without being a candidate in such a process and shall be informed of this at the time of initial appointment.

   d. Units shall examine the qualifications of candidates and interview those deemed most promising either in person or by electronic means. If the appointment contemplated is at the rank of Assistant Professor or higher, each candidate shall also be interviewed by the Provost or Associate Provost.

   e. Recommendations for appointment to the Faculty shall require the approval of a majority of all present and voting members at a meeting of the hiring unit(s) of which reasonable notice has been given, and the approval of the Provost. If the Provost finds reason to question a unit’s recommendation for appointment to any rank, the Committee on Tenure and Promotion may be consulted before a recommendation is made to the Board of Trustees.

   f. In special cases appointments may be initiated by the President, with a view to conserving and enhancing the educational standards of individual units or of the College as a whole. Before submitting such appointments to the Board of Trustees, the President shall seek formal approval of the unit(s) concerned. In cases of doubt or disagreement, the Committee on Tenure and Promotion shall be consulted before the appointment is recommended to the Board of Trustees. Persons so appointed shall be subject to the same regulations of tenure as apply to other members of the staff.
g. Before the search for an Associate Professor or Professor is initiated, the Provost shall seek the advice of the Committee on Academic Priorities as to the desirability of an appointment at that rank. Before the appointment is recommended to the Board of Trustees, the Provost shall present the case to the Committee on Tenure and Promotion, which will follow regular procedures.

h. If a member of the unit has a conflict of interest regarding the candidate for appointment, that member shall absent herself or himself from all discussion of the candidate's case and shall have no vote. A conflict of interest arises if the faculty member is a relative or a current or former spouse, domestic partner, or household member of the candidate.

i. With respect to any recommendation for appointment in which the Chair of the unit is ineligible to participate, the senior member of the unit eligible to vote in the matter shall carry out the responsibilities of the Chair.

2. Reappointment to the Tenure-Track Faculty:

a. Recommendation for reappointment of a tenure-track faculty member shall be made by a majority vote at a meeting, of which reasonable notice has been given, of those members of the unit whose rank is above that of the candidate for reappointment, and requires approval of the President. A unit’s recommendation must be communicated in sufficient time for the Provost and the President to consider the recommendation and for notification to reach the individual by the dates specified below. (See also I.B.1.c.)

b. An individual on an initial one-year appointment shall be notified in writing no later than January 15 whether he or she will be reappointed.

c. An individual on an initial two-year appointment or a second one-year appointment shall be notified in writing no later than December 15 of the second year whether he or she will be reappointed.

d. An individual who at the end of his or her current appointment will have served the College more than two years, shall be notified in writing no later than June 1 preceding the final year of the appointment whether he or she will be reappointed.
As a normal procedure appointment at the rank of Instructor shall not be continued beyond a period of three years. Units shall be required to recommend either a promotion to Assistant Professor or a one-year terminating appointment by May 1 of the candidate's second year as Instructor, so that notification of the recommendation may reach the candidate by June 1 of that year. Promotion to Assistant Professor of candidates who have completed the terminal degree and who have given evidence of satisfactory teaching performance at Smith College will require a positive recommendation to the President from the candidate's unit, but no action from the Committee on Tenure and Promotion. A positive recommendation may be based on the presumption that the candidate will complete the requirements for the degree during the summer following the second year at the College, but said requirements must be completed by September 1 of the third year, otherwise that third year will be the final year of the appointment without further notification. The promotion to Assistant Professor of those instructors who have completed their terminal degrees in either their first or second year and who have been recommended for promotion to Assistant Professor by their units will normally take effect for the second or third year of the appointment, respectively.

If a member of the unit has a conflict of interest regarding the candidate for reappointment, that member shall absent herself or himself from all discussion of the candidate's case and shall have no vote. A conflict of interest arises if the faculty member is a relative or a current or former spouse, domestic partner, or household member of the candidate.

With respect to any recommendation for reappointment in which the Chair of the unit is ineligible to participate, the senior member of the unit eligible to vote in the matter shall carry out the responsibilities of the Chair.
SECTION II

CRITERIA AND EVIDENCE TO BE USED IN APPLYING THE CRITERIA; RESPONSIBILITY AND GENERAL PROCEDURES FOR THE PROVISION OF CONTINUOUS OR PERIODIC EVALUATION OF MEMBERS OF THE FACULTY
A. CRITERIA AND EVIDENCE

The primary criteria for reappointment, promotion, and tenure shall be the individual faculty member's accomplishments as a teacher and scholar. Service to the College also shall constitute a criterion for advancement, in the manner discussed below.

Such institutional considerations as the tenure composition of a unit, the faculty member's fields of interest, and curricular needs in the unit and the College, shall also be weighed in reappointment and tenure recommendations, both at the unit level and in the Committee on Tenure and Promotion. However, no tenure quotas shall be set at the unit or College level.

1. Teaching and Scholarship:

Because Smith College is a community of scholars devoted chiefly to undergraduate education, demonstrated achievement in teaching and in scholarship (or, in the arts, creative performance) are both an essential part of a faculty member's role.

a. Normally, promotion to the rank of Assistant Professor requires evidence of the acceptance of a doctoral dissertation (by an accredited institution of graduate study) or of an equivalent level of achievement, and evidence of satisfactory performance as a teacher at Smith College.

Units may make a recommendation for conditional promotion to the rank of Assistant Professor between December 1 and December 15 in reasonable anticipation of the accumulation of such evidence.

Such a recommendation, if acted upon favorably, would be effective by September 1 of the following academic year pending evidence of the completion of the requirements for a Ph.D. or of an equivalent level of achievement by that date.

b. The period prior to a recommendation and decision with respect to tenure provides the individual with the opportunity to develop and demonstrate his or her abilities as a teacher. Decisions with respect to reappointment and promotion prior to the decision on tenure, therefore, rest in part on promise as well as performance and do not imply or guarantee a final recommendation for tenure.
(II.A.1.)

c. The granting of tenure, and promotion to Associate Professor, whether the latter precedes the granting of tenure, accompanies it or, in exceptional cases, follows it, require evidence of teaching ability and scholarly capabilities of an excellent quality.

d. Promotion to the rank of Professor requires continued demonstration of both teaching and scholarship of an excellent quality and of continuing service to the College.

2. Evidence:

a. The quality of teaching may be manifested in lecturing, guiding discussion, supervising laboratory or studio work, directing seminars, and working with individual students. It may be evident in course preparation, the structure and organization of courses, the assignments given, and the care taken in assessing student performance. An excellent teacher adheres to high standards of scholarship and presents the students with the subject matter in such a way as to stimulate interest, develop critical habits of thought, and encourage independent and creative scholarly or artistic work.

b. Published written work is usually the best guide to a faculty member's scholarly capabilities, since publication enables peers in the profession, outside as well as inside the College, to judge the quality of scholarship. However, publication is not the sole evidence of scholarly capabilities, which may also be judged through unpublished manuscripts, papers read at meetings of learned societies, lectures to knowledgeable public groups, and participation in colloquia or panel discussions, at one's own or other institutions. Creative works, whether exhibited or performed outside or within the College, are also evidence for the judgment of scholarly capabilities.

c. As the above statement of criteria makes clear, ordinarily teaching cannot be considered wholly apart from scholarly or creative work in the judgment of an individual's performance. However, there may be exceptional teachers who do not engage in original research. Still, such teachers should be aware of new developments within their fields, and should continually renew themselves intellectually. In such cases, continuing interest and work in new areas of study and in new approaches to familiar subjects, participation in professional activities, and application or development of new ideas in teaching, may also be considered when assessing "scholarly capabilities" as used above.
(II.A.)

3. **Service to the College:**

   Although a faculty member's accomplishments as a teacher and scholar are the primary criteria for advancement at the College, service to the College is also part of the normal and expected duties of a Smith faculty member. Each faculty member should carry his or her appropriate share of duties within the home unit and for the College: advising students, serving on committees, and assuming administrative responsibilities. Such service cannot be considered as a substitute for achievement in teaching and scholarship, but it adds to the individual's usefulness to the College. Moreover, when a faculty member has been asked to carry an abnormal load of such duties, that circumstance shall be taken into account when judging the individual's scholarly activity. The individual must enjoy health adequate, with-where applicable-reasonable accommodation, for the maintenance of vitality in teaching and scholarship under the normal teaching load.

B. RESPONSIBILITY AND PROCEDURES FOR EVALUATION

Preamble:

Decisions on reappointment, promotion, and tenure should be based on appropriate evidence carefully gathered in a manner consistent with maintaining high morale and high standards. The following regulations concerning responsibility and procedures for evaluation involve on-going record keeping and appropriate consultations. Attention is called to the shared responsibility for assessments, to the various options by which first-hand knowledge of teaching may be gained, and to the development of some uniformity among units. All specific procedures for evaluation should be governed by the over-all purpose of these regulations which is to provide a system for making informed, fair decisions that will also assist new colleagues to develop their abilities and will protect them from excessive scrutiny, abusive or arbitrary treatment, or disruption of their teaching.

1. **General:**

   a. The Deans and representatives of the appropriate faculty planning committees shall meet with each unit which has had a decennial review, approximately five years after the decennial review, to review its structure, problems, and future directions, especially with respect to the overall institutional considerations of the College.
(II.B.1.)

b. A record shall be kept in the Office of the Provost and the unit’s files of all professional activities of each member of the Faculty. That record, to be brought up-to-date each year by the individual on a form provided by the Office of the Provost, shall include (a) courses taught, other teaching activities, committee memberships or administrative and other duties in the unit and the College; (b) publications, scholarly lectures and papers, work in progress, professional activities such as editorial work, participation in professional organizations, consulting, and any other activities that are part of the individual’s scholarly and academic performance.

2. Teaching:

a. Responsibility for reviewing the teaching of every tenure-track member of the unit shall be shared jointly by such member and the Chair of the unit or a senior faculty member designated by the Chair. A mutually agreeable plan for this purpose should be set up [subject to the approval of a majority of the unit]. If this plan includes class visits, an acceptable time-table for whatever class visits may be agreed upon and the individual conferences that follow them should be established. Limits should be placed on the number of class visits, the number of visitors per class, and the extent of participation by visitors. For large units, the appointment of a class visitation committee is recommended. Whatever the method adopted, at least one such review shall take place during a candidate’s third or fourth semester at the College.

b. A tenure-track member of the Faculty may request the unit’s written assessment of his or her teaching at the time of reappointment.

c. Those members of a unit who are eligible to vote on the reappointment, promotion, or tenure of a member of the unit are responsible for their role in the evaluation of the teaching of that member. Roles are defined in the procedures outlined here.

d. During the three-semester period consisting of the semester of any recommendation for tenure and the two semesters preceding it, each member of a unit eligible to vote is required to acquire first-hand knowledge of the teaching of each faculty member under consideration. A variety of methods may provide such knowledge; the most common among these are class visits, attendance at lectures appropriate for a student audience, and team-teaching. (See also Policy, Section IV.B.2.b.)
(II.B.2.)

e. Each unit shall establish the procedures that it considers effective in evaluating the teaching of its members consistent with the previous paragraphs. New members of the Faculty shall be informed of these procedures upon appointment. A statement of these procedures shall be filed with the Provost, who shall encourage a reasonable degree of uniformity among units.

f. In every case of promotion or tenure, the unit and the Committee on Tenure and Promotion shall include in their considerations student opinions of a candidate's teaching as reflected in a College-wide formal course evaluation to be prepared each semester by a joint committee made up of students and faculty members. Uniformity of questions and types of replies and similarity of format from year to year are desirable goals for any evaluation that is to be useful to both the unit and the Committee on Tenure and Promotion.

Other methods of teaching evaluation may be used by units, such as assessments by majors at the end of senior year, and these may be made available to the Committee on Tenure and Promotion.

Should a majority of the members of the Committee on Tenure and Promotion conclude that the Committee is not in possession of adequate information about a candidate's teaching, the Committee shall consult the candidate and the candidate's unit about the appropriate steps to be taken to collect the necessary information.

3. Scholarship:

a. Responsibility for an annual review of the scholarship of every tenure-track member of the unit shall be shared jointly by such member and the Chair of the unit or a senior faculty member designated by the Chair. When a tenure-track member of the Faculty is reappointed, he or she may request the unit’s written assessment of his or her scholarship, artistic achievement, or other professional activity.

b. Those members of a unit who are eligible to vote on the reappointment, promotion, or tenure of a member of the unit are responsible for their role in the periodic evaluation of the scholarship of that member.

c. All members of the unit are responsible for keeping their records of scholarly or other professional activities up-to-date in accordance with the provisions of B.1.b. above.
(II.B.)

4. **Service to the College:**
   
a. Responsibility for an annual review of the service to the College of every tenure-track member of the unit shall be shared jointly by such member and the Chair of the unit or a senior faculty member designated by the Chair. When a tenure-track member of the Faculty is reappointed, he or she may request the unit’s written assessment of her or his service to the College.

b. Those members of a unit who are eligible to vote on the reappointment, promotion, or tenure of a member of the unit are responsible for their role in the periodic evaluation of the service to the College of that member.

c. All members of the unit are responsible for keeping their records of service to the College up-to-date in accordance with provisions of B.1.b. above.

5. **Institutional Considerations:**
   
a. The Chair of the unit, after consultation with the Provost, shall apprise each individual in writing at the time of appointment or reappointment of circumstances in the College or the unit that could affect decisions with respect to reappointment, promotion, and tenure, including institutional considerations identified at the meetings specified in II.B.1.a. The Chair's letter to the individual shall have the express consent of the majority of those members of the unit eligible to vote on the appointment or reappointment in question.

b. From time to time, particularly in connection with the Committee on Academic Priorities’ decennial review process, each unit shall make a careful and rigorous assessment of its structure and future needs, which will be reviewed by CAP and the Provost. The assessment, known as “institutional considerations,” will be filed in the Office of the Provost. Those members eligible to vote on any appointment shall take account of the most recent such assessment in recommendations to the Provost or the Committee on Tenure and Promotion.

Those members eligible to vote on any recommendation for reappointment or promotion to tenure and/or Associate Professor shall take into account the statement about institutional considerations included in the most recent appointment letter related to the candidate.
SECTION III

PROMOTION

See SECTION II A AND B
FOR
GENERAL CRITERIA AND PROCEDURES
A. REGULAR PROCEDURE

1. **Recommendations: Unit Procedure**
   
   a. Throughout Section III the unit shall be understood to mean those members of the unit eligible to vote on the recommendation.

   The initiation of a recommendation concerning promotion normally originates in a unit: all permanent and tenure-track members whose rank is higher than that of the person proposed shall meet and determine whether or not to recommend. Whenever a unit takes the decision to consider a candidate for promotion, the candidate must be informed in ample time for outside evaluations to be secured for use in the unit’s deliberations should the candidate be required to submit them or so request.

   b. The vote shall be transmitted in writing to the Committee on Tenure and Promotion. If it is unanimous it shall be communicated by the Chair in a letter containing a full statement of the reasons and a summary of the evidence for the recommendation for or against promotion.

   c. After a unanimous recommendation concerning promotion has been made by the unit to the Committee on Tenure and Promotion, the Chair shall provide the candidate with a copy of the letter stating the reasons for the recommendation.

   d. Each member of the permanent Faculty below the rank of Professor shall be entitled to a review of his or her status by the unit at least every third year.

   e. A member of the Faculty who is being considered for promotion to Assistant Professor shall have the right to require evaluation of his or her professional abilities and achievements from sources outside the College. However, outside evaluations of the scholarly and/or artistic work of a candidate for promotion to the rank of Associate or Professor shall be required as part of the review by the unit and by the Committee on Tenure and Promotion. The relevant procedures are specified in III.A.1.f. and g. If such outside evaluations of the candidate's work have been secured within the two years preceding the current consideration, the solicitation of additional outside evaluations may be dispensed with if the candidate, the unit and the Committee on Tenure and Promotion so agree.
(III.A.1.)

f. The candidate and the unit, in separate memoranda, shall each submit to the Committee on Tenure and Promotion the names and complete addresses of four outside referees, listed in descending order of preference. The Committee shall solicit evaluations from two on each list, in the indicated order of preference, reserving the others as substitutes for any preferred referees who are unable to comment. After consultation with the candidate and the unit, the Committee may also solicit additional referees. The names of those who have agreed to comment shall be communicated by the Committee to the candidate and to those members of the unit eligible to vote on the candidate's promotion. All evaluations shall be made available to the Committee and said members of the unit, but not the candidate, and are to remain confidential. All outside referees shall be informed of these procedures. Should any letter from an outside referee fail to arrive in time for consideration by the unit or the Committee, either body may proceed to its decision without it.

g. The material to be reviewed by outside referees shall include a copy of the candidate's curriculum vitae, prepared by the candidate. The unit and the candidate shall make every effort to agree upon the scholarly and/or artistic material to be reviewed. Should the two parties be unable to agree, the Committee on Tenure and Promotion shall decide the disposition of any item in dispute.

h. Candidates who have requested consideration for promotion shall be notified in writing of the nature of the unit’s recommendation no later than December 8 of the academic year during which the recommendation is made.

2. **Divided Vote:**

a. When a vote is not unanimous, each member of the unit who voted or abstained shall write a confidential letter to the Committee on Tenure and Promotion stating his or her judgment. Each letter shall include reasons and evidence explaining the particular recommendation. In addition, the Chair shall provide the candidate and the Committee on Tenure and Promotion with a letter summarizing the reasons offered by various members of the unit for their votes or abstentions. However, the names of these persons shall remain confidential. A person being considered for promotion shall also have the right to communicate in writing with the Committee on Tenure and Promotion.

b. In all cases of a divided vote the Committee on Tenure and Promotion shall meet with the members of the unit who voted and are available. An opportunity is thus provided for all positions and opinions to be heard first hand.
(III.A.)

3. The letters from the Chair summarizing the reasons for the unit’s recommendation, whether unanimous or divided, shall not be released outside the College, except by the candidate.

4. If, after the procedures described above have been completed, the unit or any member who has voted on the promotion should communicate to the Committee on Tenure and Promotion, orally or in writing, any opinion or evidence that differs substantially from those accompanying the original recommendation, then the Chair of the Committee shall send a letter to the Chair of the unit and the candidate and to all members of the unit who had voted summarizing the new opinion or evidence. The names of the persons who have presented such new opinion or evidence shall remain confidential. The candidate shall have reasonable opportunity to respond in writing to the Committee.

5. Recommendation: Committee on Tenure and Promotion

   a. If the Committee on Tenure and Promotion approves a unit’s recommendation concerning promotion its decision shall be communicated to the Board of Trustees by the President.

   b. When the decision of the Committee is not in agreement with the recommendation of the unit, a written statement of the reasons for the decision shall be given to the Chair of the unit.

B. EXCEPTIONS

1. Consideration of the promotion of any tenure-track or permanent member of the Faculty, may also be initiated by the President of the College, the Committee on Tenure and Promotion, or the faculty member. The procedure as outlined under A shall then apply.

2. If a member of the unit has a conflict of interest regarding the candidate for promotion, that member shall absent herself or himself from all discussion of the candidate's case and shall have no vote. A conflict of interest arises if the faculty member is a relative or a current or former spouse, domestic partner, or household member of the candidate.

3. The Committee on Tenure and Promotion shall annually review the status of each member of the permanent Faculty in the rank of Associate Professor for eight years or more.
(III.B.)

4. If a decision concerning promotion must be made at a time when it is impossible for the unit and for the Committee on Tenure and Promotion to meet, the President shall obtain the opinion of such members of the unit and of the Committee as may be consulted within a reasonable time.

5. In any case involving promotion it shall be left to the discretion of the President if and when a joint meeting of the Committee on Tenure and Promotion and the Executive Committee of the Board of Trustees is in order.

6. With respect to any decisions in which the Chair of the unit is ineligible to participate by virtue of his or her rank or tenure status, the senior member of the unit eligible to vote in the matter shall carry out the responsibilities assigned herein to the Chair.

7. If a member of the Faculty is recommended simultaneously for tenure and promotion by an identical divided vote, and if the grounds for the recommendations are substantially the same, subsequent procedure shall be governed by the rules laid out in Section IV.

8. Procedures for promotion of a faculty member who is a member of a unit in which there are fewer than three members eligible to vote and voting should be modeled as closely as possible upon regular procedures, by common agreement of the Provost and the faculty member and with the approval of the Committee on Tenure and Promotion.

9. Where Associate Professors have been in rank for 15 years or more, units are encouraged to consider for promotion those whose scholarship continues to be high in quality and who have records of excellent service and teaching.
SECTION IV

TENURE OF OFFICE: APPOINTMENT TO PERMANENT FACULTY

See Section II A and B for General Criteria and Procedures
A. TENURE OF OFFICE

The provisions of this Section do not apply to members of the Faculty holding non tenure-track positions or to Lecturers.

1. Definition:

   The permanent Faculty of the College shall consist of all members of the Faculty having tenure of office.

2. Tenure of Office:

   Faculty members having tenure shall hold their positions as long as they fulfill their duties as defined by the Faculty Code and the Policy of Appointment, Reappointment, Promotion, and Tenure at Smith College. Persons who enjoy tenure of office may be removed for cause as hereinafter provided in Section VIII.

B. APPOINTMENT TO THE PERMANENT FACULTY

1. Recommendation: Timing

   a. Members of the Faculty initially appointed to the rank of Instructor shall complete fourteen semesters of service at Smith College before joining the permanent Faculty. The recommendations of the unit and the Committee on Tenure and Promotion shall be made during the academic year in which the individual's fourteenth semester of service is completed.

   b. Members of the Faculty initially appointed to the rank of Assistant Professor or Associate Professor or whose rank was changed to Assistant Professor during the initial year of appointment shall complete twelve semesters of service at Smith College before joining the permanent Faculty. The recommendations of the unit and the Committee on Tenure and Promotion shall be made during the academic year in which the individual's twelfth semester of service is completed.

   c. Promotion to the rank of Professor carries tenure.
(IV.B.1.)

d. Each semester of service prior to the tenure recommendation shall be counted in the probationary period. In addition:
   • A year spent in absence (sabbatical or leave of absence) shall upon request be counted as part of the probationary period.
   • A one-semester sabbatical or leave of absence shall upon request be counted as part of the probationary period.
   • A year spent directing a Smith Junior Year Abroad Program or serving in a full-time administrative capacity at the College shall upon request be counted in the probationary period.

All such requests must be received by May 1st of the academic year in which the sabbatical, leave of absence, administrative or JYA service occurs.

e. Tenure-track faculty members who become parents during the probationary period will automatically receive a one-year extension of the probationary period. Tenure-track faculty members who wish to decline the extension will notify the Provost by March 1 in order to be considered for tenure in the fall of that calendar year.

f. A member of the Faculty may petition for a one-year extension of the probationary period prior to the tenure decision for one of the following reasons: serious illness, unusual personal responsibilities, academic or administrative responsibilities during a substantial part of the probationary period that are considerably beyond the normal load for the unit or the College, or that undergo substantial change during the probationary period. Such a petition must have the approval of the unit, shall include explicit waivers of paragraphs a and b above, and shall be submitted no later than September 15 of the academic year of the normal tenure decision to the Committee on Tenure and Promotion, which shall approve or disapprove it.

g. Candidates who are being considered for permanent appointment shall be notified in writing of the nature of the unit’s recommendation no later than December 8 of the academic year during which the recommendation is made.

h. At each rank, if the decision of the Committee on Tenure and Promotion is against tenure, an individual whose existing appointment extends only to the end of the academic year in which the decision is made shall receive a terminal appointment for one additional year.
(IV.B.)

2. **Recommendations: Unit Procedure**

   a. All permanent members of the unit eligible to vote on the recommendation shall meet and determine whether or not a candidate shall be recommended for appointment to the permanent staff, except that no *ex officio* member of the Committee on Tenure and Promotion shall participate or vote in this meeting. Unless there are compelling reasons, all tenured members of the unit shall participate, including those on leave or sabbatical.

   b. All eligible members on sabbatical leave or leave of absence or directing junior years abroad shall be sent notices of all meetings at which personnel recommendations are to be discussed. Such members who intend to vote will review the full dossier and are urged to attend all meetings, in person or electronically, and may vote only if they are present in person or electronically at the meeting when the final discussion and vote occur. (See also II.B.2.d.). An absent member not voting may submit his or her written opinion to the unit and to the Committee.

   c. Outside evaluations of the scholarly and/or artistic work of a candidate for tenure shall be required as part of the review by the unit and by the Committee on Tenure and Promotion. The relevant procedures are specified in IV.B.2.d. and e. If such outside evaluations of the candidate's work have been secured within the two years preceding the review for tenure, the solicitation of additional outside evaluations may be dispensed with if the candidate, the unit and the Committee on Tenure and Promotion so agree.

   d. The candidate and the unit, in separate memoranda, shall each submit to the Committee on Tenure and Promotion the names and complete addresses of four outside referees, listed in descending order of preference. The Committee shall solicit evaluations from two on each list, in the indicated order of preference, reserving the others as substitutes for any preferred referees who are unable to comment. After consultation with the candidate and the unit, the Committee may also solicit additional referees. The names of those who have agreed to comment shall be communicated by the Committee to the candidate and to those members of the unit eligible to vote on the candidate's tenure. All evaluations shall be made available to the Committee and said members of the unit, but not the candidate, and are to remain confidential.

All outside referees shall be informed of these procedures. Should any letter from an outside referee fail to arrive in time for consideration by the unit or the Committee, either body may proceed to its decision without it.
(IV.B.2.)

e. The material to be reviewed by outside referees shall include a copy of the candidate's curriculum vitae, prepared by the candidate. The unit and candidate shall make every effort to agree upon the scholarly and/or artistic material to be reviewed. Should the two parties be unable to agree, the Committee on Tenure and Promotion shall decide the disposition of any item in dispute.

f. A candidate who is being considered for tenure shall have the right, at his or her request, to meet with the Committee on Tenure and Promotion at a regular meeting and shall have the right to communicate in writing with the Committee.

g. By December 8, the Chair or Director of the unit will provide the candidate for tenure and the Committee on Tenure and Promotion with a letter that records the unit's recommendation on tenure and the vote taken in the meeting of the unit, and summarizes the reasons offered by various members of the unit for their votes or abstentions. However, the names of these persons shall remain confidential. In addition, each member of the unit who voted or abstained shall write a letter to the Committee on Tenure and Promotion stating the reasons for his or her vote or abstention. A person being considered for tenure shall have the right to see a copy of each such letter, except for the name of the writer, which shall remain confidential. The candidate shall also have the right to communicate in writing and/or in person with the Committee on Tenure and Promotion.

h. For all cases of a divided vote the Committee on Tenure and Promotion shall meet with the members of the unit who voted and are available. An opportunity is thus provided for all positions and opinions to be heard at first hand.

3. Divided Vote:

a. If, after the procedures described above have been completed, the unit or any member who has voted on the tenure recommendation in question should communicate to the Committee on Tenure and Promotion, orally or in writing, any opinion or evidence that differs substantially from those accompanying the original recommendation on tenure, then the Chair of the Committee shall send a letter to both the Chair of the unit and the candidate and to all members of the unit who had voted summarizing the new opinion or evidence. The names of the persons who have presented such new opinion or evidence shall remain confidential. The candidate shall have reasonable opportunity to respond in person and/or in writing to the Committee.
(IV.B.3.)

b. If the original unit recommendation shall have been unanimous, and if the new opinion or evidence demonstrates that the unit is no longer unanimous in its recommendation, then the Committee on Tenure and Promotion shall follow the procedure specified in IV.B.2.h.

c. In the case of a divided unit vote, if the new opinion or evidence is communicated to the Committee on Tenure and Promotion in writing, the candidate shall be furnished with a copy, save that the name of its author shall be stricken.

4. Recommendations: Committee on Tenure and Promotion

a. No elected member of the Committee on Tenure and Promotion shall participate in the Committee's vote or discussion on a member of his or her unit.

b. Recommendations of the Committee on Tenure and Promotion concerning tenure shall be communicated to the individual concerned at the earliest feasible moment and no later than June 1 of the year in which the decision is made. If the Committee's recommendation is negative it shall be accompanied by a written statement of the reasons for the Committee's decision. If the recommendation is not in agreement with that of the unit, a written statement of the reasons for the Committee's decision shall be sent to the Chair of the unit.

c. Recommendations of the Committee on Tenure and Promotion concerning tenure shall be communicated to the Board of Trustees by the President.

d. If the Committee on Tenure and Promotion recommends appointment to the permanent staff and the Board of Trustees so appoints, the decision shall be communicated in writing to the person affected, who shall thereinafter enjoy tenure of office subject to conditions herein stated.
(IV.)

C. EXCEPTIONS

1. General:

   a. In unusual circumstances, when it is in the best interests of the unit and the College, a unit may request the tenure decision regarding an Assistant or Associate Professor be made prior to completion of the normal probationary period. In such cases the candidate must have unusually strong credentials in both teaching and scholarship. In cases of early consideration for tenure, the Committee on Tenure and Promotion retains the right to defer the decision if the evidence is not sufficient. In all cases a tenure decision must be made by the spring of the last year of an individual’s probationary period.

   b. In special circumstances, when it is in the best interests of a unit and of the College as a whole, new appointments to the rank of Associate Professor with tenure may, at the request of the unit, be recommended to the Committee on Tenure and Promotion. These recommendations must have the support of a majority of all of the voting members of the unit concerned.

   c. In special circumstances, when it is in the best interests of a unit and of the College as a whole, new appointments to the rank of Professor with tenure may, at the request of the unit, be recommended to the Committee on Tenure and Promotion. These recommendations must have the support of a majority of all voting members of the unit. For persons recommended for appointment to the rank of Professor without tenure, a decision by the Committee on Tenure and Promotion with respect to tenure may be made in the first year of service and must be made not later than the spring of the third year.

   d. A candidate for initial appointment to the tenure-track Faculty of Smith College at the rank of Assistant Professor with at least two years of full-time teaching at or above the rank of Instructor (at Smith College or another academic institution) may request that one or two years of prior teaching be counted in the probationary period leading towards tenure at Smith College. The time to be counted toward tenure at Smith College will be determined at the time of the initial appointment to the tenure-track Faculty by the Provost in consultation with the unit and the Committee on Tenure and Promotion.
(IV.C.1.)

e. A candidate for initial appointment to the tenure-track Faculty of Smith College at the rank of Associate Professor with at least three years of full-time teaching at the rank of Assistant Professor or above (at Smith College or another academic institution) may request that up to three years of prior teaching be counted in the probationary period leading towards tenure at Smith College. The time to be counted toward tenure at Smith College will be determined at the time of the initial appointment to the tenure-track Faculty by the Provost in consultation with the unit and the Committee on Tenure and Promotion.

f. If a member of the unit has a conflict of interest regarding the candidate for tenure, that member shall absent herself or himself from all discussion of the candidate's case and shall have no vote. A conflict of interest arises if the faculty member is a relative or a current or former spouse, domestic partner, or household member of the candidate.

g. In any case involving tenure it shall be left to the discretion of the President if and when a joint meeting of the Committee on Tenure and Promotion and the Executive Committee of the Board of Trustees is in order.

h. With respect to any decisions in which the Chair of the unit is ineligible to participate by virtue of his or her rank or tenure status, the senior member of the unit eligible to vote in the matter shall carry out the responsibilities assigned herein to the Chair.

i. If a member of the Faculty is recommended simultaneously for tenure and promotion by an identical divided vote, and if the grounds for the recommendations are substantially the same, subsequent procedure shall be governed by the rules laid out in Section IV.

j. Procedures for making a tenure recommendation for a faculty member who is a member of a unit in which there are fewer than three members eligible to vote and voting should be modeled as closely as possible upon regular procedures, by common agreement of the Provost and the faculty member and with the approval of the Committee on Tenure and Promotion.

2. Transfer of Persons:

a. Transfer of a person on the permanent staff from one unit to another, or transfer to or from an administrative position within the College, or promotion from one rank to another, shall not deprive the person concerned of tenure.
(IV.C.2.)

b. If a member of the Faculty so transferred is a member of the tenure-track staff, the Committee on Tenure and Promotion shall determine at the time of transfer how much credit toward the probationary period shall be allowed for previous years of service, but in no case may tenure be acquired with less than three years in the new unit.
SECTION V

JOINT APPOINTMENTS AND AFFILIATION WITH UNITS BEYOND THE HOME UNIT
(V.)

A. JOINT APPOINTMENTS

1. Definition of a Joint Appointment:

A joint appointment is an appointment divided between units (between departments, between programs, or between a department and a program) either within Smith or between Smith and one or more of the Five College campuses.

Joint appointments may be permanent or temporary, for a fixed, possibly renewable, term. Normally temporary joint appointments will be reserved for tenured members of the Faculty.

2. Criteria and Procedures:

See Sections I.-IV. for general criteria and procedures for appointment, reappointment, tenure and promotion in the case of joint appointments. The Provost, with the approval of the Committee on Tenure and Promotion, will develop specific procedures for appointment, reappointment, tenure and promotion of a person who is or will be a member of more than one unit at Smith (or in the Five Colleges when Smith has a .5 share or larger of the position). Those procedures should be modeled as closely as possible upon regular procedures as indicated in Sections I.-IV. and will be articulated in a memorandum of understanding agreed to by all parties. Procedures approved by the Committee on Tenure and Promotion will be made available to the Faculty in a document detailing “Current Practices” available on the website of the Provost.

3. Temporary Joint Appointments:

a. Definition and Eligibility:

1. A temporary joint appointment permits flexibility of staffing to support the curriculum and to allow faculty members to contribute in a more sustained way to areas of the curriculum in which they have expertise. Joint appointments may be made for two to five years and may be renewed upon approval of the home unit and the second unit.

2. Faculty members holding temporary joint appointments will contribute a specified number of courses over the period of the appointment to a unit outside of their home unit. These courses may or may not be cross-listed with their home unit. With the agreement of all parties, faculty members holding temporary joint appointments may have voting privileges and participate in policy and personnel decisions.
(V.A.3.a.)

3. Faculty members holding tenure of office may be proposed for temporary joint appointments.

b. Procedures:

Discussion of a temporary joint appointment may be initiated by the candidate, the unit with which the appointment will be shared, the home unit or the Provost. The terms of the appointment will be negotiated by the two Chairs and the Provost in consultation with the faculty member. An appointment letter specifying the agreement will be signed by all parties and filed in the Provost’s office. The courses offered by the faculty member in the second unit will not normally be replaced in the home unit.

B. AFFILIATION WITH UNITS BEYOND THE HOME UNIT

1. Definition of Affiliation with a Unit or Units Outside of the Home Unit:

A faculty member may be appointed in one unit (the home unit) and affiliated with other units, normally Programs.

a. A unit, normally a Program, may invite a member of the tenure-track or tenured Faculty to affiliate with that unit. If the candidate agrees, the Provost shall appoint the candidate to the Program committee following section 52. (b) of the Faculty Code. A copy of the letter of appointment to the Program committee shall be kept in the Office of the Provost. The faculty member’s position remains wholly in the unit in which he or she was hired.

b. In some cases a letter of appointment or reappointment to the Faculty may include the expectation that a faculty member shall contribute to the curriculum of a unit outside of the unit of appointment (for example, by cross-listing courses or offering courses with the rubric of another unit). In some cases a letter of appointment or re-appointment to the Faculty might specify that a unit outside of the home unit shall participate in reviews for reappointment, tenure and promotion. Documentation of the cases described above in a letter of appointment or re-appointment constitutes affiliation with a unit.
2. Participation of Affiliated Units in Reappointment, Tenure and Promotion Evaluations:

a. When a member of the Faculty is affiliated with a unit or units outside the home unit, the affiliated unit(s) shall review the candidate for reappointment, tenure and promotion if their procedures call for it (see 2.b. below). In such cases, the affiliated unit(s) shall have access to the letters of external evaluators, which are to remain confidential in accordance with Section IV.B.2.d.

b. Programs shall develop procedures to be followed in the review of affiliated members. Programs may distinguish between different types of affiliation (as noted in V.B.1. above) leading to different types of review (for example, from a letter of appreciation of service by the Director to a full review of scholarship, teaching and service). For Programs that undertake full reviews, procedures should be modeled on Section II.B. In addition, full reviews of affiliated members shall be undertaken by review committees of no more than three faculty members chosen by the affiliated unit from among those eligible to participate according to tenure status and rank. The procedures shall be on file in the Office of the Provost and included in the letter of appointment to the affiliated unit. When a candidate is affiliated with more than one unit that has a full review policy, the units shall form a combined review committee of no more than three eligible faculty members in consultation with the Provost.

c. By November 15, the affiliated unit shall provide the candidate, the home unit and the Committee on Tenure and Promotion with a letter that records the affiliated unit’s recommendation on tenure and/or promotion and that summarizes the reasons offered by the unit for the evaluation. Unless the appointment is a joint appointment as defined in Section V.A. the unit’s recommendation will not be counted as a vote but will be given due consideration by the home unit and by the Committee on Tenure and Promotion. If the home unit is called in to discuss the case with the Committee on Tenure and Promotion, the Committee is also empowered to call in the review committee of the affiliated unit(s) if it chooses.

Program review procedures will be posted in “Current Practices” and kept on file in the Office of the Provost.
SECTION VI

PART-TIME APPOINTMENTS
A. APPOINTMENT TO THE PART-TIME FACULTY

Persons teaching at Smith College while holding a full-time academic position elsewhere (usually though not necessarily at one of the Valley institutions), administrators holding faculty rank, and persons holding adjunct appointments are not included in the regulations of this section.

1. **Definition:**
   a. The tenure-track part-time Faculty consists of members of the Faculty on tenure-track part-time appointment as Instructors, Assistant Professors, Associate Professors, and Professors. All members of the tenure-track Faculty shall enjoy full academic freedom, as do members of the permanent staff.
   
   b. Appointments may be made in the same ranks as those for full-time Faculty (see Section I).
   
   c. The permanent part-time Faculty consists of faculty members having tenure of office as part-time Faculty.

2. **Terms of Appointment:**

   The precise terms of every appointment shall be stated in writing and be in the possession of the administration, the unit, and the appointee.

   a. A statement of the criteria to be considered and of the procedures and policies governing appointment, reappointment, promotion, and tenure shall accompany each offer of a part-time appointment for one or more academic years. Such a statement need not accompany offers for a single semester.
   
   b. Part-time appointments may be made for a single semester or for one, two, or three years.
   
   c. A faculty member may not be reappointed to a part-time position at the Instructor level which would extend the total term of service to more than the equivalent of a seven-year full teaching load.
   
   d. Before a part-time appointment (for one or more academic years) at the rank of Associate Professor or Professor is initiated, the desirability of such an appointment shall be confirmed by the Committee on Tenure and Promotion, after consultation with the Chair of the unit concerned.
(VI.A.)

3. Appointments and Reappointments to the Tenure-Track Part-Time Faculty:

a. Initial appointments ordinarily originate in the unit concerned, which shall examine the qualifications of candidates and, wherever possible, interview the candidates.

b. Initial part-time appointments for one semester may be recommended to the Provost by the unit Chair after consultation with the members available in the unit.

c. Initial part-time appointments for one, two, or three years shall require the approval of the majority of all present and voting members at a meeting of the unit of which reasonable notice has been given and the approval of the Provost.

d. Second and subsequent part-time appointments for a semester or a year or more shall require a majority vote of those members of the unit of higher rank than that of the candidate, as well as approval of the Provost and the President.

e. An individual on a second or subsequent part-time appointment of two or three years or an initial part-time appointment of three years shall be notified in writing no later than December 15 of the final year of the current appointment whether he or she will be reappointed. An individual on a second or subsequent one-year part-time appointment or in the second year of an initial two-year appointment shall be notified in writing no later than April 1 of that year whether she or he will be reappointed. A unit’s recommendation must be communicated to the Provost in sufficient time for the Provost and the President to consider the recommendation and for notification to reach the individual by the date specified.

f. If the Provost finds reason to question the wisdom of a unit’s recommendation for part-time appointment at any rank, the Committee on Tenure and Promotion shall be consulted before a recommendation is made to the Trustees.

g. In special cases part-time appointments may be initiated by the President, with a view to conserving and enhancing the educational standards of units or of the College as a whole. Before submitting such appointments to the Board of Trustees, the President shall consult members of the unit(s) concerned, and, in cases of doubt or disagreement, the Committee on Tenure and Promotion.
4. **Appointments to the Permanent Part-Time Faculty:**

(This Section does not apply to members of the Faculty holding non tenure-track positions or to Lecturers.)

a. The permanent part-time Faculty shall consist of all members of the Faculty having tenure of office as part-time Faculty.

b. An appointment to the permanent part-time Faculty shall be for a specified proportion of the normal full-time teaching load.

c. The definition of tenure for part-time faculty members is the same as for full-time faculty members (see Section IV.A.).

d. Members of the part-time Faculty initially appointed to the rank of Instructor shall teach the equivalent of a seven-year full teaching load at Smith College before becoming eligible to join the permanent Faculty on a part-time basis. Members of the part-time Faculty initially appointed to the rank of Assistant Professor shall teach the equivalent of a six-year full teaching load at Smith College before becoming eligible to join the permanent Faculty on a part-time basis. The recommendation shall be made to the Committee on Tenure and Promotion in the fall of the year in which the requisite term of service will have been completed.

e. When it is to the best interests of the unit and the College, the tenure decision regarding any part-time Associate Professor may be made after the equivalent of a three-year full teaching load as Associate Professor at Smith College. It must be made by the spring of the year in which the equivalent of a six-year full teaching load of courses will have been completed.

f. In general the appointments and procedures concerning part-time tenure shall be equivalent to those in Section IV.

**B. PROCEDURES AND CRITERIA FOR EVALUATION**

1. **Participation and Responsibilities of Part-Time Faculty:**

a. Units should encourage professional activities from their part-time faculty members, and should attempt to provide opportunities to teach and otherwise participate in their areas of specialization.
(VI.B.1.)

b. A part-time faculty member with a yearly contract shall, after the equivalent of one year of full-time teaching, be considered as a voting member of his or her unit and in the general Faculty.

c. Part-time faculty members shall be eligible to carry their share of responsibilities such as advising students, serving on committees, directing theses, etc.

d. Part-time faculty members shall be eligible to apply for a sabbatical after teaching the equivalent of a four-year full-time teaching load.

2. Evaluation:

a. It is the responsibility of the part-time faculty member to keep the unit informed of all of his or her professional activities.

b. A record shall be kept in the Office of the Provost and the unit files of all of the professional activities of each part-time member of the Faculty. That record, to be brought up-to-date each year by the individual on a form provided by the Office of the Provost shall include (1) courses taught, other teaching activities, committee memberships or administrative duties in the unit and the College; (2) publications, scholarly lectures and papers, work in progress, professional activities such as editorial work, participation in professional organizations, consulting, and any other activities that are part of the individual's scholarly and academic performance.

c. The procedures followed in all cases of appointment, promotion, and tenure with regard to evaluation of teaching and scholarship are those procedures as defined in Section II (Criteria and Evidence), Section III (Promotion), and Section IV (Tenure).

d. In determining eligibility for sabbaticals, or for determining the probationary period before the tenure decision, all occasional semester appointments should be included for persons on appointments of one year or more.

e. In any case involving promotion, tenure, or removal from the Faculty, it shall be left to the discretion of the President if and when a joint meeting of the Committee on Tenure and Promotion and the Executive Committee of the Board of Trustees is in order.
(VI.)

C. CHANGE OF STATUS FROM PART-TIME TO FULL-TIME OR VICE VERSA

1. From Part-Time to Full-Time:

   a. From time to time the needs of the unit and the individual's need for or interest in part-time appointments may change. The transition to a full-time appointment may be made, providing that a full-time position becomes available.

   b. The transition to full-time must be approved by a majority of the voting members of the unit eligible to vote on a full-time reappointment at the candidate's rank and, if the individual is a member of the tenure-track part-time Faculty, by the President, or, if the individual is a member of the permanent part-time Faculty, by the Committee on Tenure and Promotion.

   c. A tenure-track part-time faculty member shall be considered for full-time appointment on an equal basis with and according to the same procedures as apply to any other candidate.

2. From Full-Time to Part-Time:

   a. An individual on a full-time appointment, tenure-track or permanent, may request transfer to a part-time position for a specific period of time. If a person is tenured, the request may be for a transfer to the permanent part-time Faculty. Such requests must be approved by the unit and the President. The rules governing regular part-time appointments shall be applicable.

   b. Return to a full-time position, if it was not agreed upon when the change to part-time status was made, shall be in accordance with the provisions of VI.C.1. above, except VI.C.1.c. shall not apply.
SECTION VII

APPOINTMENT AND REAPPOINTMENT TO THE
TEMPORARY FACULTY: LECTURERS, SENIOR
LECTURERS, AND REPLACEMENTS
(VII.)

A. LECTURERS

1. Definition of Lecturer:
   a. The title of Lecturer shall be used for persons for whom appointment to the
      tenure-track Faculty, and eventual consideration for tenure, is not
      contemplated. Appointment to the position of Lecturer or Senior Lecturer is
      appropriate when someone is primarily needed to teach (1) without being
      assigned the range of other commitments incumbent upon tenure-track faculty
      members, or (2) where the long-term need is uncertain. Normally, the
      teaching component of the appointment must be half-time or more for the
      provisions of Section VII to apply.

   b. The procedures and criteria specified in this Policy, with the exception of
      those contained in this Section and Section VIII, shall not apply to Lecturers.
      All Lecturers shall enjoy full academic freedom.

2. Appointment of Lecturers:
   a. Lecturers shall normally be appointed for a period of one to three years.

   b. At the time of appointment or reappointment, the Chair of the unit, after
      consultation with the Provost, shall apprise the candidate in writing of
      circumstances at the College that could affect the reappointment decision. In
      particular, recommendations of the Committee on Academic Priorities (CAP)
      and subsequent actions by the Provost, either in connection with decennial or
      septennial reviews of the unit or as part of the Committee’s annual reviews of
      faculty staffing, could identify institutional considerations that might affect
      the continuation of a lecturer.

   c. Persons who have at any time been appointed to the Faculty as Lecturers may
      become members of the tenure-track faculty, in accordance with the
      procedures prescribed in Section I; but in that eventuality time previously
      spent in these positions shall not be counted as part of the probationary period
      toward tenure, except as provided for in IV.C.1.d. and e.
(VII.A.)

3. **Reappointment of Lecturers:**

   a. Continuation of the Position:

      1. Units seeking continuation of a Lecturer position must apply to the Provost by November 15 of the final year of the position’s authorization. However, if the incumbent will have served the College for more than five years at the end of his or her current appointment, the unit must seek continuation of the position by November 15 of the year prior to the final year authorized. The Provost, with the advice of the Committee on Academic Priorities, shall approve or deny such requests in light of the overall staffing needs of the unit and the appropriateness of continuing the position outside the tenure-track.

      2. Should the unit not request the continuation of the Lecturer position, or should the Provost not approve the continuation, the position will lapse at the end of the incumbent’s appointment.

   b. Reappointment to the Position:

      1. If the Provost approves the continuation of the position, the unit may either recommend the reappointment of the incumbent or propose a search for a new appointee.

      2. Recommendation for reappointment of Lecturers shall be made by majority vote at a meeting of which reasonable notice has been given. Voting members of the unit shall consist of the tenure-track faculty members and Senior Lecturers. The unit recommendation must be communicated in sufficient time for the Provost to come to a decision and for this decision to reach the individual by the dates specified in Section VII.A.3.b.6.

      3. If a member of the unit has a conflict of interest regarding the candidate for appointment or reappointment, that member shall absent herself or himself from all discussion of the candidate's case and shall have no vote. A conflict of interest arises if the faculty member is a relative or a current or former spouse, domestic partner, or household member of the candidate. If the Chair of the unit is ineligible to participate in a reappointment process for these reasons, a senior member of the unit shall carry out the responsibilities of the Chair.
(VII.A.3.b.)

4. The granting of such a reappointment requires evidence of teaching excellence. Units must support their recommendation for reappointment with a formal review of the candidate’s teaching. The means used to arrive at the recommendation shall include classroom visits within the previous year by a committee of members of the unit eligible to participate in the reappointment process (see Sections VII.A.3.b.2. and 3. above) as well as consideration of the official course evaluations for the candidate.

5. Normally, service for Lecturers will be within the unit, rather than at the level of the College. When appropriate, such service shall be taken into account when making the recommendation.

6. Timing of the Reappointments:

   a. An individual on a one-year appointment shall be notified in writing no later than January 15 whether he or she will be reappointed.

   b. An individual on a two or three-year appointment shall be notified in writing no later than December 15 of the final year of the appointment whether he or she will be reappointed.

   c. An individual who at the end of his or her current appointment will have served the College for more than five years shall be notified in writing no later than June 1 of the year preceding the final year of the appointment whether he or she will be reappointed.

B. SENIOR LECTURERS

1. **Definition of Senior Lecturer:**

   a. The title of Senior Lecturer designates those Lecturers who have been promoted or appointed to that position by the President, upon recommendation from the Committee on Tenure and Promotion. The primary responsibility of a Senior lecturer will be teaching.

   b. The procedures and criteria specified in this Policy, with the exception of those contained in this Section and Section VIII, shall not apply to Senior Lecturers. All Senior Lecturers shall enjoy full academic freedom.
(VII.B.)

2. **Appointment to Senior Lecturer:**

   a. Senior Lecturers shall normally be appointed/reappointed for a period of five years.

   b. Anyone who has served as a Lecturer for the equivalent of six years of full-time service may be recommended by the unit for appointment to the position of Senior Lecturer. Normally, the teaching component of the appointment must have been half-time or more and must have included teaching in each academic year unless consecutive years of service have been broken by a leave authorized by the unit and the Provost.

   c. Recommendation to the Committee on Tenure and Promotion for appointment of Senior Lecturers shall normally be made by majority vote of the tenured members of the unit at a meeting of which reasonable notice has been given. The unit’s recommendation must be communicated to the Committee on Tenure and Promotion by December 8. The Committee may elect to meet with the unit to discuss the recommendation, if the Committee so desires.

   d. If a member of the unit has a conflict of interest regarding the candidate for appointment or reappointment, that member shall absent herself or himself from all discussion of the candidate's case and shall have no vote. A conflict of interest arises if the faculty member is a relative or a current or former spouse, domestic partner, or household member of the candidate. If the Chair of the unit is ineligible to participate in a reappointment process for these reasons, a senior member of the unit shall carry out the responsibilities of the Chair.

   e. Units must support a recommendation for appointment to Senior Lecturer with a written evaluation. The formal assessment of the candidate, normally carried out by the tenured members of the unit, must provide evidence of the following:

      1. Excellence in teaching, as evaluated by classroom visits within the previous year by members of the unit eligible to participate in the reappointment process (see Sections VII.B.2.c. and d. above) and consideration of the official course evaluations for the candidate.

      2. A positive record of professional achievement, as established by scholarship, pedagogy, presentations at meetings or workshops, consulting, etc., or by other indications that the candidate’s knowledge of the field is recognized by peers (e.g., awards received).
(VII.B.2.e.)

3. Service to the unit appropriate to the appointment. Normally, service for Senior Lecturers shall be within the unit as well as at the level of the College. Senior Lecturers are thus eligible to serve on both elected and appointed College committees and shall serve as pre-major advisors.

   f. If the promotion to Senior Lecturer is not successful, the unit is free, when the time seems appropriate, to apply again for the Lecturer's promotion.

   g. Procedures for appointment to Senior Lecturer when the candidate is appointed in a unit with fewer than three members eligible to vote and voting should be modeled as closely as possible upon regular procedures, by common agreement of the Provost, the unit and the faculty member and with the approval of the Committee on Tenure and Promotion.

   h. At the time of appointment or reappointment, the Chair of the unit, after consultation with the Provost, shall apprise the candidate in writing of circumstances at the College that could affect the reappointment decision. In particular, recommendations of the Committee on Academic Priorities (CAP) and subsequent actions by the Provost, either in connection with decennial or midterm reviews of the unit or as part of the Committee’s annual reviews of faculty staffing, could identify institutional considerations that might affect the continuation of a Senior Lecturer.

   i. Persons who have at any time been appointed to the Faculty as Lecturer or Senior Lecturer may become members of the tenure-track Faculty, in accordance with the procedures prescribed in Section I; but in that eventuality time previously spent in these positions shall not be counted as part of the probationary period toward tenure, except as provided for in IV.C.1.d. and e.

3. Reappointment of Senior Lecturer:

   a. Continuation of the Position:

      1. Units seeking continuation of a Senior Lecturer position must apply to the Provost by November 15 of the final year of the position’s authorization. The Provost, with the advice of the Committee on Academic Priorities, shall consider such requests in light of the overall staffing needs of the unit and the appropriateness of continuing the position outside the tenure-track.

      2. Should the unit not request the continuation of the Senior Lecturer position, or should the Provost not approve the continuation, the position shall lapse at the end of the incumbent’s appointment. The incumbent shall be given a terminal year.
(VII.B.3.)

b. Reappointment to the Position:

1. If the continuation of a position held by a Senior Lecturer is authorized, the unit may recommend to the Provost that the incumbent continue in the position. The recommendation for reappointment shall normally be made by majority vote of the tenured members of the unit at a meeting of which reasonable notice has been given. The recommendation shall be supported by a formal review of the incumbent’s performance following the procedures in Section VII.B.2.d. and e. When appropriate, service shall be taken into account when making the recommendation.

2. If the appointment of a Senior Lecturer is renewed, it normally shall be for a term of 5 years.

3. If the appointment of a Senior Lecturer is not renewed, the Senior Lecturer shall be eligible for a terminal year, and the position will normally revert to that of lecturer.

4. Sabbatical Eligibility:

If the scholarly activities and contributions to the College and to the unit are deemed outstanding, full-time Senior Lecturers may, with the support of their unit, request from the Provost a sabbatical leave or, for a specified period of time, a reduction to a 2:2 teaching load.

C. REPLACEMENTS

1. Definition of Replacement:

a. Replacements are persons appointed to substitute for faculty members who hold either tenure-track positions or who hold tenure of office and are expected to return to duty at the College. Replacements may be appointed at any of the Academic ranks specified in I.A.1.a. Such persons shall be designated as replacements in their letters of appointment and reappointment, and shall not be considered members of either the tenure-track or permanent Faculty.

b. The procedures and criteria specified in this Policy, with the exception of those contained in this Section and Section VIII, shall not apply to persons holding replacement positions. All persons in replacement positions shall enjoy full academic freedom.
2. **Appointment of Replacements:**
   a. Normally, Replacements will be appointed for periods of one to three years.

   b. At the time of appointment or reappointment, the Chair of the unit, after consultation with the Provost, shall apprise the candidate in writing of circumstances at the College that could affect the decision with respect to reappointment.

   c. Persons who have at any time been appointed to the Faculty as a Replacement may become members of the tenure-track faculty, in accordance with the procedures prescribed in Section I; but in that eventuality time previously spent in these positions shall not be counted as part of the probationary period toward tenure, except as provided for in Section IV.C.1.d. and e.

   d. Replacements shall not be eligible for tenure consideration as long as they hold any replacement position.

3. **Reappointment of Replacements:**
   a. Continuation of the Position:
      1. Normally, units seeking continuation of a replacement position must apply to the Provost by November 15 of the final year of the position’s authorization. The Provost may approve such requests in light of the need to replace absent faculty members and the overall staffing needs of the unit. In the absence of further action by the Provost, the position will automatically lapse at the end of its term.

   b. Reappointment to the Position:
      1. If the Provost approves the continuation of the position, the unit may either recommend the reappointment of the incumbent or propose a search for a new appointee.

      2. Recommendation for the reappointment of persons holding replacement positions shall be made by majority vote at a meeting of which reasonable notice has been given. Voting members of the unit consist of those who are part of the permanent Faculty, members of the tenure-track Faculty whose appointments pre-date the candidate, and Senior Lecturers whose appointments pre-date the candidate. The unit’s recommendation must be communicated in sufficient time for the Provost to come to a timely decision.
(VII.C.3.b.)

3. If a member of the unit has a conflict of interest regarding the candidate for appointment or reappointment, that member shall absent herself or himself from all discussion of the candidate's case and shall have no vote. A conflict of interest arises if the faculty member is a relative or a current or former spouse, domestic partner, or household member of the candidate. If the Chair of the unit is ineligible to participate in a reappointment process for these reasons, a senior member of the unit shall carry out the responsibilities of the Chair.

4. The granting of such a reappointment requires evidence of teaching excellence. Units must support their recommendation for reappointment with a formal review of the candidate’s teaching. The means used to arrive at the recommendation shall include classroom visits within the previous year by a committee of members of the unit eligible to participate in the reappointment process (see Section VII.C.3.b.2. and 3. above) as well as consideration of the official course evaluations for the candidate.
SECTION VIII

REMOVAL FROM THE FACULTY
(VIII.)

1. **General:**

A faculty member may be removed from the Faculty before the end of the period of appointment only for cause or for institutional considerations as specified below. It is understood that cause shall not be so interpreted as to impair academic freedom.

2. **Removal for Cause:**

   a. A charge or complaint against a member of the Faculty which could result in removal before the end of the period of appointment may be brought by the President of the College, the Provost, the unit through its Chair, or a member of the Board of Trustees. Such complaints shall be presented in writing to the Committee on Tenure and Promotion.

   b. The President shall first discuss the charges with the faculty member concerned. The matter may be terminated by mutual consent at this point. If a resolution of it does not result, the procedures listed below shall be followed.

   c. The faculty member may ask the President to submit the case to the Committee on Tenure and Promotion, which shall conduct a hearing during which the individual and a representative of that individual shall be present. Minutes of the hearing shall be taken. When the charge is incompetence the evidence shall include the opinions of qualified teachers and scholars of the College or other institutions.

   d. If the Committee on Tenure and Promotion finds for the individual under complaint, the case is closed. If the Committee on Tenure and Promotion supports the complaint and recommends removal, the individual may bring the case to the Committee on Grievance on grounds of improper procedure but not on substantive grounds unless the case involves academic freedom.

   e. If the Committee on Grievance rules in favor of the individual, the Committee may require reconsideration of the case in accordance with Section 31 of the *Faculty Code*.

If upon reconsideration the Committee on Tenure and Promotion still finds against the accused, the individual may ask for consideration by the Board of Trustees.
(VIII.2.)

f. If consideration by the Board of Trustees (the option listed in (e) above) is selected by the individual, a hearing on the case shall be held by a Trustee committee appointed for the purpose, before which the individual and counsel shall have full opportunity to present evidence in refutation of the charges. If requested, a stenographic record of the hearings shall be made available to the parties concerned.

If the original complaint was brought by a member of the Board of Trustees that member shall be disqualified from the committee hearing the case.

g. The committee of the Board of Trustees reports to the full Board. If the Board finds against the accused the case is closed.

h. If the individual under complaint wishes to bring counsel to any hearing he or she shall be free to do so. In such cases, the College shall also have counsel present.

i. In any case involving removal before the end of the period of appointment from the Faculty it shall be left to the discretion of the President if and when a joint meeting of the Committee on Tenure and Promotion and the Executive Committee of the Board of Trustees is in order.

3. Removal for Institutional Considerations:

a. If termination of appointment, tenure-track or permanent, is based upon discontinuance of a unit because of financial exigency, the faculty member shall be given notice as soon as possible. If it is not possible to give at least twelve month's notice, the faculty member shall be given severance pay for one academic year.

b. Before terminating an appointment for these reasons, the College shall attempt to place affected faculty members in other suitable positions at the College, and, if this is not possible, shall assist the individual in seeking a position elsewhere.

c. If an appointment is terminated before the end of the period of appointment because of financial exigency or the discontinuance of a unit, the released faculty member's place will not be filled by a replacement within a period of two years unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.
SECTION IX

PROFESSOR IN RESIDENCE
(IX.)

1. **Definition of Professor in Residence:**
   
a. The title of Professor in Residence shall be used for academically distinguished individuals who engage in research or other creative work at Smith College to the same extent and at the same level of accomplishment as those holding corresponding titles in the professorial series. This is not an appointment to the tenure-track or tenured faculty as defined in the Preamble to the *Policy*. Appointment to this title is appropriate when continuing association of the incumbent’s research program with an academic unit is beneficial to the College.

b. Appointment may be to any of the ranks of the equivalent professorial series: Assistant Professor in Residence, Associate Professor in Residence, or Professor in Residence. The rank reflects the incumbent’s experience and qualifications.

c. The appointment does not carry tenure, or a continuing salary commitment from the College. The appointment does not convey voting rights in the unit or the Faculty, access to funds of the unit or the right to attend meetings of the unit or the Faculty.

d. Professors in Residence are not eligible for sabbatical leaves.

e. The procedures and policies specified in this *Policy*, with the exception of those contained in this section, shall not apply to Professors in Residence.

f. All Professors in Residence shall enjoy full academic freedom.

2. **Appointment of Professors in Residence:**

a. Normally, the title of Professor in Residence shall be held for a five-year term, which is renewable.

b. Units shall recommend the appointment (and renewal) of an individual to the title of Professor in Residence, at the appropriate rank, to the Committee on Tenure and Promotion and the Provost, after a vote of the tenure-track and permanent Faculty in the unit.

c. Although this is a non-salaried position, the Provost shall set a salary rate for the appointee, which shall also be used as a basis for grant compensation.
(IX.2.)

d. Individuals recommended for the title must meet the standard of accomplishment in research or creative work equivalent to the professorial series.

e. Individuals appointed to the title must make a contribution to the academic program of the College.

f. Individuals holding the title may be appointed to teach in the College on an ad hoc basis, to be compensated at their salary rate. Teaching does not accrue sabbatical credit.
Notice of Nondiscrimination

Smith College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences.

Smith College does not discriminate in its educational and employment policies on the bases of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.

Smith's admission policies and practices are guided by the same principle, concerning women applying to the undergraduate program and all applicants to the graduate programs.

For more information, please contact the adviser for equity complaints, College Hall 103, (413) 585-2141, or visit www.smith.edu/diversity.