

(I.)

A. THE TEMPORARY INSTRUCTIONAL STAFF

1. Definition:

The regular Faculty of Smith College shall consist of all members of the teaching Faculty who are members of either the temporary or the permanent instructional staff. Members of the permanent instructional staff are those holding tenure of office at Smith College. Members of the temporary instructional staff are those persons on temporary appointments leading toward consideration for tenure. All members of the temporary instructional staff shall enjoy the same academic freedom as do members of the permanent staff. Normally only members of the regular faculty shall vote on appointments, reappointments, tenure and promotion, as detailed below.

2. Terms of Appointment:

- a. Appointments to the regular 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. Appointments and reappointments to the temporary instructional staff normally will be for one, two, or three years.

(I.A.2.)

- c. The precise terms of every appointment and reappointment shall be stated in writing and shall be in possession of the administration, the department, and the appointee.
- d. A copy of this *Policy* shall be furnished all persons offered initial appointment to the Faculty.
- e. At the time of appointment or reappointment of individuals appointed to tenure track positions, the department Chair, after consultation with the President, shall apprise each individual in writing of the then existing circumstances in the College or the department 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 department present and eligible to vote on the appointment or reappointment in question. For candidates appointed in tenure track positions after 1982 but before 1985, institutional considerations specified in II.A. will not apply to decisions regarding reappointment or tenure.

B. PROCEDURE

1. Initial Appointments to the Temporary Instructional Staff:

- a. Initial appointments ordinarily shall originate in the department concerned, which, in consultation with the President, shall define the position to be filled.
- 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 Dean of the Faculty 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.

(I.B.1.)

- d. Departments shall examine the qualifications of candidates and, if possible, interview them. If the appointment contemplated is at the rank of Assistant Professor or higher, it is desirable that each candidate shall be interviewed by the President also.
- 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 department of which reasonable notice has been given, and the approval of the Dean of the Faculty. If the President finds reason to question the wisdom of a departmental recommendation for appointment to any rank, the Committee on Tenure and Promotion shall 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 departments or of the College as a whole. Before submitting such appointments to the Board of Trustees, the President shall seek formal approval of the department(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 full Professor is initiated, the Dean of the Faculty shall seek the advice of the Faculty Council as to the desirability of an appointment at that rank. Before the appointment is recommended to the Board of Trustees, the Dean of the Faculty shall seek the advice of the Committee on Tenure and Promotion.
- h. Procedures for appointment to the Faculty of a person who will not be a member of any department should be modeled as closely as possible upon regular procedures by the President with the approval of the Committee on Tenure and Promotion.
- i. If a member of the immediate family of a person on the Faculty is a candidate for appointment, that person shall absent herself or himself from all discussion of the relative's case and shall have no vote in the matter.

(I.B.1.)

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

2. Reappointment to the Temporary Instructional Staff:

- a. Recommendation for reappointment of a temporary instructional staff member shall be made by a majority vote at a meeting, of which reasonable notice has been given, of those members of the department whose rank is above that of the candidate for reappointment, and requires approval of the President. A departmental recommendation must be communicated in sufficient time for the Dean of the Faculty 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.
- e. As a normal procedure appointment at the rank of Instructor shall not be continued beyond a period of three years. Departments 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 department, 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 departments will normally take effect for the second or third year of the appointment, respectively.
- f. Procedures for reappointment of a person who is not a member of any department should be modeled as closely as possible upon regular procedures, by common agreement of the President and the Faculty member and with the approval of the Committee on Tenure and Promotion.

(I.B.2.)

- g. If a member of the immediate family of a person on the Faculty is a candidate for reappointment, that person shall absent herself or himself from all discussion of the relative's case and shall have no vote in the matter.
- h. With respect to any recommendation for reappointment in which the Chair of the department is ineligible to participate, the senior member of the department 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**

(II.)

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 part of a Faculty member's credentials for advancement, in the manner discussed below.

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

Departments 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.

(II.A.1.)

- 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.
- 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 ability and scholarly capabilities of an excellent quality.

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.

(II.A.2.)

- 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.

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 departmental and College duties: 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

(II.B.)

Preamble (continued)

some uniformity among departments. 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 President, the Deans, and representatives of the appropriate faculty planning committees shall meet with each department and program 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.
- b. A record shall be kept in both the President's Office, the Office of the Dean of the Faculty, and the departmental 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 Dean of the Faculty, shall include (a) courses taught, other teaching activities, committee memberships or administrative and other duties in the department 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 non-tenured member of the department shall be shared jointly by such member and the Chair of the department 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 department]. 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 departments, 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.

(II.B.2.)

- b. A non-tenured member of the Faculty may request the department's written assessment of his or her teaching at the time of reappointment.
- c. Those members of a department who are eligible to vote on the reappointment, promotion, or tenure of a member of the department 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 department 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.).
- e. Each department 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 Dean, who shall encourage a reasonable degree of uniformity among departments.
- f. In every case of promotion or tenure, the department 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 critique to be prepared each semester by a joint committee made up of students and Faculty. Uniformity of questions and types of replies and similarity of format from year to year are desirable goals for any critique that is to be useful to both the department and the Committee on Tenure and Promotion.

Other methods of reaching evaluation may be used by departments, 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 department about the appropriate steps to be taken to collect the necessary information.

(II.B.)

3. Scholarship:

- a. Responsibility for an annual review of the scholarship of every non-tenured member of the department shall be shared jointly by such member and the Chair of the department or a senior Faculty member designated by the Chair. When a non-tenured member of the Faculty is reappointed, he or she may request the department's written assessment of his or her scholarship, artistic achievement, or other professional activity.
- b. Those members of a department who are eligible to vote on the reappointment, promotion, or tenure of a member of the department are responsible for their role in the periodic evaluation of the scholarship of that member.
- c. All members of the department 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.

4. Service to the College:

- a. Responsibility for an annual review of the service to the College of every non-tenured member of the department shall be shared jointly by such member and the Chair of the department or a senior Faculty member designated by the Chair. When a non-tenured member of the Faculty is reappointed, he or she may request the department's written assessment of her or his service to the College.
- b. Those members of a department who are eligible to vote on the reappointment, promotion, or tenure of a member of the department are responsible for their role in the periodic evaluation of the service to the College of that member.
- c. All members of the department 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 department, after consultation with the President, shall apprise each individual in writing at the time of appointment or reappointment of circumstances in the College or the department 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 department eligible to vote on the appointment or reappointment in question.

(II.B.5.)

- b. From time to time each department shall make a careful and rigorous assessment of its structure and future needs, and this will be filed in the Office of the President. Those members eligible to vote on any appointment, reappointment, promotion or tenure recommendation shall take account of the most recent such assessment in recommendations to the President or the Committee on Tenure and Promotion, as may be applicable in each case.

SECTION III

PROMOTION

**See SECTION II A AND B
FOR
GENERAL CRITERIA AND PROCEDURES**

(III.)

A. REGULAR PROCEDURE

1. Recommendations: Department Procedure

- a. Throughout Section III the department shall be understood to mean those members of the department eligible to vote on the recommendation.

The initiation of a recommendation concerning promotion normally originates in a department: all permanent and temporary members whose rank is higher than that of the person proposed shall meet and determine whether or not to recommend. Whenever a department 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 departmental 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 department 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 instructional staff below the rank of full Professor shall be entitled to a review of his or her status by the department 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 full professor shall be required as part of the review by the department 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 department and the Committee on Tenure and Promotion so agree.

(III.A.1.)

- f. The candidate and the department, 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 department, 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 department eligible to vote on the candidate's promotion. All evaluations shall be made available to the Committee and said members of the department, 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 department 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 department 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 departmental recommendation no later than December 1 of the academic year during which the recommendation is made.

2. Divided Vote:

- a. When a vote is not unanimous, each member of the department 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 department 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.

(III.A.2.)

- b. In all cases of a divided vote the Committee on Tenure and Promotion shall meet with the members of the department who voted and are available. An opportunity is thus provided for all positions and opinions to be heard first hand.
3. The letters from the Chair summarizing the reasons for the department'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 department 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 department and the candidate and to all members of the department 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 departmental 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 department, a written statement of the reasons for the decision shall be given to the department Chair.

B. EXCEPTIONS

1. Consideration of the promotion of any temporary 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 immediate family of a person on the Faculty is a candidate for promotion, that person shall absent herself or himself from all discussion of the relative's case and shall have no vote in the matter.

(III.B.)

3. The Committee on Tenure and Promotion shall annually review the status of each member of the permanent instructional staff in the rank of Associate Professor for eight years or more.
4. If a decision concerning promotion must be made at a time when it is impossible for the department and for the Committee on Tenure and Promotion to meet, the President shall obtain the opinion of such members of the department 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 department is ineligible to participate by virtue of his or her rank or tenure status, the senior member of the department 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 not a member of any department or who is a member of a department 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 Dean of the Faculty and the Faculty member and with the approval of the Committee on Tenure and Promotion. These procedures shall apply to a "member of a department in which there are fewer than three members eligible to vote and voting" only at the option of that department member, if s/he is in the second or subsequent term of his/her appointment as of December 2, 1992.
9. Where Associate Professors have been in rank for 15 years or more, departments 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
INSTRUCTIONAL STAFF**

**See Section II A and B
for
General Criteria and Procedures**

(IV.)

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 instructional staff 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 VII.

B. APPOINTMENT TO THE PERMANENT
INSTRUCTIONAL STAFF

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 department 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.

(IV.B.1.)

- 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 department 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 full Professor carries tenure.
- 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 department or the College, or that undergo substantial change during the probationary period. Such a petition must have the approval of the department, 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 departmental recommendation no later than December 1 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: Department Procedure

- a. Throughout the remainder of Section IV.B. the department shall be understood to mean those members of the department eligible to vote on the recommendation.

All permanent members of the department shall meet and determine whether or not a candidate shall be recommended by the department 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.

- b. All department members on sabbatical leave or leave of absence or directing junior years abroad shall be sent notices of all department meetings in which they are eligible to participate and at which personnel recommendations are to be discussed. Such members who intend to vote are urged to attend all meetings and may vote only if they are present 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 department 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 department 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 department and the Committee on Tenure and Promotion so agree.
- d. The candidate and the department, 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 department, 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 department eligible to vote on the candidate's tenure. All evaluations shall be made available to the Committee and said members of the department, but not the candidate, and are to remain confidential.

(IV.B.2.)

d. (continued)

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 department or the Committee, either body may proceed to its decision without it.

- e. The material to be reviewed by outside referees shall include a copy of the candidate's curriculum vitae, prepared by the candidate. The department 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 1, the Chair of the department will provide the candidate for tenure and the Committee on Tenure and Promotion with a letter that records the department's recommendation on tenure and the vote taken in the department meeting, and summarizes the reasons offered by various members of the department for their votes or abstentions. However, the names of these persons shall remain confidential. In addition, each member of the department 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 department who voted and are available. An opportunity is thus provided for all positions and opinions to be heard at first hand.
3. a. If, after the procedures described above have been completed, the department 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 department and the

(IV.B.3.)

a. (continued)

candidate and to all members of the department 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.

b. If the original departmental recommendation shall have been unanimous, and if the new opinion or evidence demonstrates that the department 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 departmental 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 department.

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 department, a written statement of the reasons for the Committee's decision shall be sent to the department Chair.

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 thereafter 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 department/program and the College, a department/program 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 department and of the College as a whole, new appointments to the rank of Associate Professor with tenure may, at the request of the department, 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 department concerned.
- c. In special circumstances, when it is in the best interests of a department and of the College as a whole, new appointments to the rank of Professor with tenure may, at the request of the department, be recommended to the Committee on Tenure and Promotion. These recommendations must have the support of a majority of all voting members of the department. 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 temporary instructional staff 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 temporary instructional staff by the Dean of the Faculty in consultation with the department and the Committee on Tenure and Promotion.
- e. A candidate for initial appointment to the temporary instructional staff 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 temporary instructional staff by the Dean of the Faculty in consultation with the department and the Committee on Tenure and Promotion.

(IV.C.1.)

- f. If a member of the immediate family of a person on the Faculty is a candidate for tenure, that person shall absent herself or himself from all discussions of the relative's case and shall have no vote in the matter.
- 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 department is ineligible to participate by virtue of his or her rank or tenure status, the senior member of the department 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 person who is not a member of any department or who is a member of a department 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 Dean of the Faculty and the Faculty member and with the approval of the Committee on Tenure and Promotion. These procedures shall apply to a "member of a department in which there are fewer than three members eligible to vote and voting" only at the option of that department member, if s/he is in the second or subsequent term of his/her appointment as of December 2, 1992.

2. Transfer of Persons:

- a. Transfer of a person on the permanent staff from one department 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.
- b. If a member of the Faculty so transferred is a member of the temporary 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 department.

SECTION V
PART-TIME APPOINTMENTS

(V.)

A. APPOINTMENT TO THE PART-TIME
INSTRUCTIONAL STAFF

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 temporary part-time instructional staff consists of members of the Faculty on temporary part-time appointment as Instructors, Assistant Professors, Associate Professors, and Professors. All members of the temporary instructional staff 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 instructional staff (see Section I).
- c. The permanent part-time instructional staff 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 department, 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.

(V.A.2.)

- 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 department concerned.

3. Appointments and Reappointments to the Temporary Part-Time Instructional Staff:

- a. Initial appointments ordinarily originate in the department 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 Dean of the Faculty by the department Chair after consultation with the members available in the department.
- 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 department of which reasonable notice has been given and the approval of the Dean of the Faculty.
- 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 department of higher rank than that of the candidate, as well as approval of the Dean of the Faculty 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 department recommendation must be communicated to the Dean of the Faculty in sufficient time for the Dean of the Faculty and the President to consider the recommendation and for notification to reach the individual by the date specified.

(V.A.3.)

- f. If the President finds reason to question the wisdom of a departmental 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 departments or of the College as a whole. Before submitting such appointments to the Board of Trustees, the President shall consult members of the department(s) concerned, and, in cases of doubt or disagreement, the Committee on Tenure and Promotion.

4. Appointments to the Permanent Part-Time Instructional Staff:

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

- a. The permanent part-time instructional staff shall consist of all members of the Faculty having tenure of office as part-time Faculty.
- b. An appointment to the permanent part-time instructional staff shall be for a specified proportion of the normal full-time teaching load.
- c. The definitions of tenure and retirement age for part-time Faculty are the same as for full-time Faculty (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 department 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.

(V.A.4.)

- 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. Departments 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.
 - 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 department 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 department informed of all of his or her professional activities.
 - b. A record shall be kept in both the President's Office, the Office of the Dean of the Faculty and the departmental 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 Dean of the Faculty shall include (1) courses taught, other teaching activities, committee memberships or administrative duties in the department 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.

(V.B.2.)

- 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.

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 department 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 department eligible to vote on a full-time reappointment at the candidate's rank and, if the individual is a member of the temporary 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 temporary 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.

(V.C.)

2. From Full-Time to Part-Time:

- a. An individual on a full-time appointment, temporary 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 department 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 V.C.1. above, except V.C.1.c. shall not apply.

SECTION VI

LECTURERS AND SENIOR LECTURERS

(VI.)

A. LECTURERS

1. **Definition of Lecturer:**

- a. The title of Lecturer shall be used for persons for whom appointment to the regular Faculty, and eventual consideration for tenure, is not contemplated. Lecturers are not part of the temporary instructional staff nor of the permanent instructional staff as defined in I.A.1. 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 regular 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 VI to apply.
- b. The procedures and criteria specified in this *Policy*, with the exception of those contained in this Section and Section VII, 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 Department or the Director of the Program**, after consultation with the Provost/Dean of Faculty, 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/Dean of Faculty, either in connection with decennial or septennial reviews of the Department 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 temporary instructional staff, and thus of the regular 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.

** Henceforward in Section VI, any reference to Departments shall also encompass Programs.

(VI.A)

3. **Reappointment of Lecturers:**

a. **Continuation of the Position:**

1. Departments or Programs seeking continuation of a Lecturer position must apply to the Provost/Dean of Faculty 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 department or program must seek continuation of the position by November 15 of the year prior to the final year authorized. The Provost/Dean of Faculty, with the advice of the Committee on Academic Priorities, shall approve or deny such requests in light of the overall staffing needs of the Department or Program and the appropriateness of continuing the position outside the tenure track.
2. Should the Department not request the continuation of the Lecturer position, or should the Provost/Dean of Faculty 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/Dean of Faculty approves the continuation of the position, the Department 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 Department shall consist of the regular faculty and Senior Lecturers. The Departmental recommendation must be communicated in sufficient time for the Provost/Dean of Faculty to come to a decision and for this decision to reach the individual by the dates specified in Section VI.A.3.b.6.
3. Faculty members who are related to Lecturers shall absent themselves from discussion of the candidate's case for appointment or reappointment. For purposes of this Section a relative is defined, for example, as a parent, brother, sister, son, daughter (including in-laws in each case), husband, wife, domestic partner, grandparent, grandchild, fiancé/fiancée, stepchild, guardian, ward, or significant other. If the Chair of the Department is ineligible to participate in a reappointment process for these reasons, a senior member of the Department shall carry out the responsibilities of the Chair.

(VI.A.3.)

4. The granting of such a reappointment requires evidence of teaching excellence. Departments 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 Departmental members eligible to participate in the reappointment process (see Sections VI.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 department, 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.
7. Procedures for reappointing a Lecturer who is not appointed in a department should be modeled as closely as possible on the procedures outlined in this Section. In such cases, the composition of a reappointment committee will be determined by the Provost/Dean of Faculty in consultation with the relevant Program Director(s) and/or Department Chair(s).

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 VII, shall not apply to Senior Lecturers. All Senior Lecturers shall enjoy full academic freedom.

(VI.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 Department or Program 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 Department or Program and the Provost/Dean of the Faculty.
- 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 Department at a meeting of which reasonable notice has been given. The Departmental recommendation must be communicated to the Committee on Tenure and Promotion by December 1. The Committee may elect to meet with the Department or Program to discuss the recommendation, if the Committee so desires.
- d. Faculty members who are related to the candidate shall absent themselves from discussion of the candidate's case for appointment or reappointment. For purposes of this Section a relative is defined, for example, as a parent, brother, sister, son, daughter (including in-laws in each case), husband, wife, domestic partner, grandparent, grandchild, fiancé / fiancée, stepchild, guardian, ward, significant other. If the Chair of the Department is ineligible to participate in a reappointment process for these reasons, a senior member of the Department shall carry out the responsibilities of the Chair.
- e. Departments 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 Department, must provide evidence of the following:
 1. excellence in teaching, as evaluated by classroom visits within the previous year by members of the Department eligible to participate in the reappointment process (see Sections VI.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).
 3. service to the Department or Program appropriate to the appointment. Normally, service for Senior Lecturers shall be within the Department or Program 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.

(VI.B.2.)

- f. If the promotion to Senior Lecturer is not successful, the Department 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 not appointed in a department should be modeled as closely as possible on the procedures outlined in this Section. In such cases, the composition of a reappointment committee will be determined by the Provost/Dean of Faculty in consultation with the relevant Program Director(s) and/or Department Chair(s).
- h. At the time of appointment or reappointment, the Chair of the Department or the Director of the Program, after consultation with the Provost/Dean of Faculty, 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/Dean of Faculty, either in connection with decennial or septennial reviews of the Department 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 temporary instructional staff, and thus of the regular 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. Departments or programs seeking continuation of a Senior Lecturer position must apply to the Provost/Dean of Faculty by November 15 of the final year of the position's authorization. The Provost/Dean of Faculty, with the advice of the Committee on Academic Priorities, shall consider such requests in light of the overall staffing needs of the Department or Program and the appropriateness of continuing the position outside the tenure track.
 - 2. Should the Department not request the continuation of the Senior Lecturer position, or should the Provost/Dean of the Faculty not approve the continuation, the position shall lapse at the end of the incumbent's appointment. The incumbent shall be given a terminal year.

(VI.B.3.)

- b. Reappointment to the Position:
 1. If the continuation of a position held by a Senior Lecturer is authorized, the Department or Program may recommend to the Dean that the incumbent continue in the position. The recommendation for reappointment shall normally be made by majority vote of the tenured members of the Department or Program 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 VI.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. Procedures for reappointing a Senior Lecturer who is not appointed in a department should be modeled as closely as possible on the procedures outlined in this Section. In such cases, the composition of a reappointment committee will be determined by the Provost/Dean of Faculty in consultation with the relevant Program Director(s) and/or Department Chair(s).
4. If the scholarly activities and contributions to the College and to the Department or Program are deemed outstanding, full-time Senior Lecturers may, with the support of their Department or Program, request from the Provost/Dean of the Faculty 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 regular members of either the temporary or permanent instructional staff who are expected to return to duty at the College. Replacements may be appointed at any of the Academic ranks specified in I.A.2.a. Such persons shall be designated as replacements in their letters of appointment and reappointment, and shall not be considered members of either the temporary or permanent instructional staff.
 - b. The procedures and criteria specified in this *Policy*, with the exception of those contained in this Section and Section VII, shall not apply to persons holding replacement positions. All persons in replacement positions shall enjoy full academic freedom.

(VI.C.)

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 Department or the Director of the Program, after consultation with the Provost/Dean of Faculty, 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 temporary instructional staff, and thus of the regular 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, Departments seeking continuation of a replacement position must apply to the Provost/Dean of Faculty by November 15 of the final year of the position's authorization. The Provost/Dean of Faculty may approve such requests in light of the need to replace absent faculty members and the overall staffing needs of the Department. In the absence of further action by the Provost/Dean of the Faculty, the position will automatically lapse at the end of its term.
- b. Reappointment to the Position:
 1. If the Provost/Dean of Faculty approves the continuation of the position, the Department 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 Department consist of those who are part of the permanent instructional staff, members of the temporary instructional staff whose appointments pre-date the candidate, and Senior Lecturers whose appointments pre-date the candidate. The Departmental recommendation must be communicated in sufficient time for the Provost/Dean of Faculty to come to a timely decision.

(VI.C.3.)

3. Faculty members who are related to the Replacement shall absent themselves from discussion of the candidate's case for appointment or reappointment. For purposes of this Section a relative is defined, for example, as a parent, brother, sister, son, daughter (including in-laws in each case), husband, wife, domestic partner, grandparent, grandchild, fiancé/fiancée, stepchild, guardian, ward, or significant other. If the Chair of the Department is ineligible to participate in a reappointment process for these reasons, a senior member of the Department shall carry out the responsibilities of the Chair.
4. The granting of such a reappointment requires evidence of teaching excellence. Departments 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 Departmental members eligible to participate in the reappointment process (see Section VI.C.3.b.2. and 3. above) as well as consideration of the official course evaluations for the candidate.
5. Procedures for reappointing a Replacement who is not appointed in a department should be modeled as closely as possible on the procedures outlined in this Section. In such cases, the composition of a reappointment committee will be determined by the Provost/Dean of Faculty in consultation with the relevant Program Director(s) and/or Department Chair(s).

SECTION VII

**REMOVAL FROM
THE FACULTY**

(VII.)

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 Dean, the department 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.

(VII.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, temporary or permanent, is based upon discontinuance of a program or department 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.

(VII.3.)

- c. If an appointment is terminated before the end of the period of appointment because of financial exigency or the discontinuance of a program or department, 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 VIII

PROFESSOR IN RESIDENCE

(VIII)

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 regular faculty as defined in 1.A.1 of the *Policy of Appointment, Reappointment, Promotion and Tenure at Smith College*. Appointment to this title is appropriate when continuing association of the incumbent's research program with an academic department/program is beneficial to the College.
- b. Appointment maybe 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 department/program or the faculty, access to departmental/program funds or the right to attend department/program or faculty meetings.
- 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. Departments/programs 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 regular¹ faculty in the department or program.
- 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.
- 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.

(VIII.2)

- 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.

¹Regular faculty as defined in I.A.1. of the Policy of Appointment, Reappointment, Promotion and Tenure at Smith College.