

Dear Colleagues,

Welcome to the portal for Skidmore's faculty members working in contingent positions. We are delighted to have you as part of the community, and we sincerely hope that your partnership with us, regardless of its length, will be stimulating and productive.

Non-tenure track faculty are an important teaching resource at the College: they participate in the delivery of all-College requirements, allow us to meet curricular demand in specific areas, and help stabilize our departments by replacing faculty members on leave. Moreover, non-tenure-track faculty are often at the cutting edge of their disciplines and are thus a valuable source of knowledge, enhancing our students' education and our community at large. In short, their contributions are invaluable and we are grateful for their willingness to help Skidmore achieve its educational goals.

This website demonstrates our commitment to assisting our non-tenure-track faculty in their assimilation to Skidmore and to Saratoga Springs, and in their ongoing work as participants in the college life. We believe that *all* of our faculty members deserve personal and professional support, and here we attempt to consolidate various threads of information—about resources, about college policies and procedures, about life in the surrounding area—that might be especially helpful to faculty members outside of the tenure track, especially if they are new to Skidmore.

As a start, we have listed on the next page several key personnel who have special roles in reference to non-tenure-track faculty members. Please do not hesitate to contact any of them with problems, questions, or concerns.

Moreover, in the spirit of collaboration, we invite your suggestions for inclusions to this site, as we wish to make it as useful and thorough as possible. What would *you* like to see in this area of the Dean of Faculty's webpage? We are eager to hear your ideas.

We fully recognize the importance of our non-tenure-track faculty to the delivery of our curriculum and the realization of our institutional mission. Please accept our thanks for everything you do on behalf of Skidmore, and for making our community a richer and more diverse place to teach and learn.

Sincerely,

Beau Breslin
Interim Dean of the Faculty
Professor of Government

KEY CONTACTS

The following individuals are prepared to help you—in official or unofficial capacities—during your time at Skidmore. Listed here are those administrators with special responsibility for non-tenure-track and/or new faculty, as well as a few colleagues who are pleased to offer general guidance (and who have served in non-tenure-track positions themselves). Please feel free to contact any of these individuals if you have questions, problems, or simply a desire for collegial support.

Patricia Rubio

Associate Dean of the Faculty for Personnel, Faculty Development and Diversity
Professor of Spanish
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Erica Bastress-Dukehart

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Associate Professor of History
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Martha Wiseman

Lecturer and Assistant Director of the Writing Center
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HOUSING

Once you have accepted an appointment at Skidmore, securing housing is the next order of business. Our Office of Community Relations and Communications keeps a list of rental properties in the Saratoga Springs area:

<https://academics.skidmore.edu/forum/viewforum.php?f=6&sid=6ffe205e595be762540f980bb2a978351>

This list includes towns within moderate driving distance from Skidmore and Saratoga Springs, including Ballston Spa, Gloversville, and Wilton. Please be advised that the list is not exhaustive.

Important Note: One problem specific to Saratoga Springs is that the racing season does not end until the first week in September, making many rentals unavailable until then. If you are having difficulty finding housing for the period prior to the end of racing season, please contact Paty Rubio or Janet Casey, as they may be able to help you with interim arrangements.

CHILD CARE

There are several full-time daycare centers in the Saratoga Springs area and a variety of part-time preschool programs and after-school programs as well. Please be advised that spaces fill quickly and waiting lists are not unusual. You may want to start with the website of the New York State Office of Children & Family Services, where you can search both public and private options by city or town: www.dfa.state.ny.us. The Capital District Childcare Council also has a searchable website: <http://www.cdcccc.org/>.

Options in Saratoga Springs include the following:

Daycare Centers:

The Greenberg Childcare Center (located on the Skidmore campus): <http://cms.skidmore.edu/greenberg/>

North Country Academy: <http://www.northcountryacademy.com/>

Preschool Programs:

The Skidmore Early Child Care Center: http://cms.skidmore.edu/education_studies/ecc/index.cfm

The Beagle School: <http://www.beagleschool.com/>

The Katrina Trask Nursery School: <http://www.ktnurseryschool.org/>

After-School Programs:

The YMCA of Saratoga: http://saratogaregionalymca.org/child_schoolage.php

North Country Academy: <http://www.northcountryacademy.com/>

BENEFITS

Skidmore College offers eligible employees a FLEXIBLE BENEFITS PLAN. For a detailed presentation of the benefits you are entitled to, please go to:

<http://cms.skidmore.edu/hr/benefits/benefitsprograminfo.cfm>

MEDICAL CARE

For information regarding medical care, please consult Skidmore's Human Resources. The link below provides information to the benefit providers.

<http://cms.skidmore.edu/hr/benefits/upload/WhereToGetHelp.pdf>

COLLEGE POLICIES AND PROCEDURES

Much information on College policies and procedures will be forthcoming through various formal and informal venues, including New Faculty Orientation, your Chair and departmental colleagues, and ongoing meetings of the New Faculty Learning Community. However, there are

four important documents or information sources that you may want to consult as you become part of the faculty at Skidmore:

- Your department's internal procedures insofar as they pertain to faculty in contingent appointments. Your Chair will be happy to share this information.
- The Faculty Handbook, particularly Part One, V., E: Non-Tenure Track Appointments. This section of the Handbook provides definitions of the various contingent appointments at Skidmore.
- The Faculty Handbook, Part Two, II. This section defines voting eligibility in Faculty Meetings and eligibility for participation in college governance. This part of the Handbook also includes a description of the Committees participating in Faculty governance.
- The Faculty Development Opportunities Handbook, which provides a description for a number of grants available to faculty during the academic year. Of special interest to you will be the segments on Faculty Development Grants and the Summer Faculty/Student Research Program. This Guide also includes information on funding for participation at conferences ("Travel to Read" and "Travel to Represent" Funds) as well as information regarding the NYU Faculty Resource Network.
- Support for Research. All faculty in contingent appointments may request research funds from the Faculty Development Committee following the guidelines in the FDC handbook. In addition, the Dean of the Faculty Office underwrites the cost of travel to present papers at professional organizations to up to \$1250. Departments may also provide modest assistance.

SUMMER TEACHING AT SKIDMORE COLLEGE

Recognizing that many faculty members in non-tenure-track appointments may be looking for summer teaching opportunities, we offer some basic information here.

Summer teaching at Skidmore is handled by the Department of Special Programs. Summer Sessions include two 5-week sessions and one 10-week session. Most who teach in the summer are full-time members of the Skidmore faculty, but visiting and part-time faculty are invited to participate as well. All queries and expressions of interest may be directed to Auden Thomas, Director of Summer Academic Programs and Residencies (athomas@skidmore.edu).

Our summer curriculum is driven primarily by the combination of student need and interest. Thus, we tend to offer courses that students believe require intense study, have been closed during the regular academic year, are rarely offered, are on specialized topics, or can help fulfill particular requirements students find difficult to include in their regular semester schedules.

In addition, during Summer Session II we integrate a significant number of exceptional and highly motivated high school students—about half of whom go on to apply to Skidmore each

year—into 100- and select 200-level courses across all disciplines. We seek faculty interested in teaching their introductory courses to these ‘new’ students in our Pre-College Program in the Liberal and Studio Arts.

We have also had success in offering 10-week long courses spanning the two sessions, and we continue to be interested in offering distance-learning courses during the summer months. If you are interested in these options, please contact Auden Thomas.

Since the Summer Sessions offerings may have some impact on departmental plans, the Department of Special Programs works with Department Chairs to develop the summer schedule. *To facilitate this process, please consult with your chairperson regarding course preferences prior to submitting your offer to teach in summer.* Although the Department of Special Programs is not always able to accommodate every request, they will certainly contact everyone who expresses an interest.