

**GUIDELINES ON ASSEMBLING MATERIALS FOR PROMOTION  
[AY 2024-2025]**

seek letters from Skidmore colleagues outside their department/program qualified to speak to their professional accomplishment. The candidate shall include a Research/Artistic Statement, which articulates the significance, scope, and future directions of scholarly/creative work.

(3) The ten most recent semesters of teaching evaluations. For purposes of context, the candidate may wish to include other evaluations. The candidate shall also add copies of syllabi, and may include assignments and handouts. The candidate shall include a Teaching development as a teacher over time. The file may include peer evaluations of teaching.

(4) A cover sheet showing courses taught, sabbatical leaves, and any course releases over the previous six years.

(5)

provide relevant documents and seek letters from Committee Chairs or members who can speak about the quality and extent of service. The candidate shall include a Service Statement, which articulates service goals and accomplishments that demonstrate a record of sustained, significant, and effective service to the college.

(6)

## **SECTION II: Additional suggestions from PC**

(1) CV

◁ It is helpful to format all sections of your CV to distinguish achievements before and after receiving tenure, and/or before and after the start of your appointment at Skidmore. For example, different font colors and/or bold typeface could be used to distinguish different timeframes.

◁ If your file includes credentials from another institution, and documents from that institution may be included to document aspects of teaching, scholarly/creative work, and/or service that may not be detailed in your CV.

(2) External and internal letters

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◁ It is helpful to construct a chronological list of the ten most recent semesters of teaching

may also explain what is next for you as you think to future service work. Clarity and brevity are appreciated by those who read your materials.

- ◁ It is helpful to provide an organized list of service activities and to clarify the nature of your role and your contributions to them if such information is not already included in your CV and/or Annual Reports.
- ◁ If your file includes service credentials from another institution, the statement may address whether/how the service expectations and circumstances of your prior position differed from those at Skidmore.