

MINUTES
University Faculty Council
University of Mary Washington

December 7, 2010

Members Present: Ernest Ackermann (Chairperson), Andrew Dolby, Leigh Frackelton, Kimberley Kinsley, Mary Beth Mathews, Marie McAllister, Angela Pitts, Suzanne Sumner, Jo Tyler (Secretary); President Richard Hurley, College of Arts and Sciences Dean Richard Finkelstein, College of Business Acting Dean Larry Penwell, College of Education Dean Mary Gendernalik-Cooper

Members Absent: George Meadows, Provost Jay Harper

Guests: John St. Clair, Louis Martinette, Associate Provost John Morello

1. Call to Order. The meeting was called to order by Chairperson Ernest Ackermann at 4:05 p.m. in the Red Room of the Woodard Campus Center.

2. Reading and Approval of Minutes. Members had received the minutes of the previous meeting of November 9, 2010, so a formal reading of the minutes was dispensed with. Ernest Ackermann called for additions or corrections. There being none, Marie McAllister moved that the minutes be approved as submitted, and Suzanne Sumner seconded the motion. The minutes were approved unanimously by voice vote.

3. President's Report. The President announced that Jay Harper was attending a SACS conference and extended his apologies. The President reported that he had met earlier in the day with Governor McConnell to discuss the Dahlgren project, which the Governor supports. He also reported that the Governor is proposing \$50 million in the budget for higher education. The President is going to call a special meeting of the faculty on January 12 to discuss the Governor's budget and its implications for UMW.

4. Provost's Report. Associate Provost John Morello reported that there was no report from the Provost.

5. College of Arts and Sciences Dean's Report. Richard Finkelstein announced that the proposal for the Honors Program is expected to be released in late January. He suggested discussing it with the Colleges of Business and Education before formally submitting the proposal to the CAS Faculty Senate and then to the UFC. Dean Finkelstein also announced that a proposal for a new CAS major in Leadership and Management Studies has been submitted to the CAS Curriculum Committee to replace the Bachelor of Professional Studies.

In answer to a question about how individual courses in the Honors Program would be approved, the Dean suggested that it be like the freshman seminars, with proposals originating in various departments. He also pointed out that the Honors Program needs to be approved in time to begin advertising in 2011 for Fall 2012 admissions. In further discussion, it was suggested that the Honors Program Proposal be formally approved by all three colleges before being submitted

to the UFC. It was also suggested that members of the Honors Committee from each of the three colleges should submit the proposal as motions in their respective Colleges in January/February, so that the proposal can come to the UFC in a timely fashion. In conclusion Dean Finkelstein asked for a procedural roadmap to approve the Honors Program by March 2011, since we do not yet have a University-level curriculum committee. The the next meetings of the governing bodies are scheduled as follows:

CAS January 21
 COE January 21
 COB February 2
 UFC February 8

6. College of Business Dean's Report. Acting Dean Larry Penwell reported that the COB is making progress on transition of former CGPS faculty to tenure track. He also mentioned that the COB governance structure is functioning well, but there is a question of which issues from the COB should be addressed in the UFC.

In discussion it was acknowledged that this is a question for everybody that will most likely be worked out as we go through the process of tackling different issues. Ernest Ackermann pointed out that any issues pertaining to Sections 1 through 6 of the University Faculty Handbook must come through the UFC.

7. College of Education Dean's Report. Dean Mary Gendernalik-Cooper reported that the transition of faculty to tenure track is progressing and that the COE governance structure is in place.

8. Chairperson's Report. Ernest Ackermann's report was submitted in writing (Attachment 1).

In response to the section of the Chair's report about the COB, Lou Martinette, President of the COB Faculty Senate, mentioned that the COB is requesting information about a salary study to be conducted by a consulting firm. President Hurley confirmed that the study is University-wide and being handled through the Office of Human Resources. John Morello explained that the RFP for the study is from William and Mary, and that we have merely been added to their study. He also noted that the study will compare faculty and administrative salaries at various COPLAC (Council of Public Liberal Arts Colleges) schools and colleges of business that are ASCB accredited, and that a meeting with the consultants is scheduled for December 21. It was suggested that a faculty member of the UFC as well as a member of the accounting faculty in the COB be involved in the discussions.

9. Report of the University Oversight Committee for Faculty Evaluation Matters. The Committee's report was submitted in writing (Attachment 2). There were no questions or comments.

10. Report of the Budget Advisory Committee. The minutes of the committee had been posted on the UFC website along with the internal budget calendar (Attachments 3 and 4). There were no questions or comments.

11. Report of the Faculty Handbook Committee. The report from the November 22 meeting of the committee was circulated earlier (Attachment 5). John Morello explained that revised

material on financial exigency and dismissal for cause have been moved from Section 3 to a new Section 4, and the previous Sections 4 through 7 have been re-numbered as Sections 5 through 8. He explained that most of the material on promotion and tenure from the previous Section 6 has been moved to the appendix for CAS promotion and tenure, leaving only the calendar and general criteria in the new Section 7. He pointed out that new language for Section 7.11 on University Expectations for Promotion and Tenure Processes will be needed from the University Oversight Committee for Faculty Evaluation Matters.

In discussion, the question was raised as to whether similarities in the P&T proposals from the different colleges should be deleted from the colleges' proposals and stated in Section 7 as University-wide policies. There was general agreement that Section 7.11 should be very general, and that the colleges' proposals should contain the specific criteria and procedures, even if there are many similarities at the current time.

John Morello also pointed out that the Board of Visitors has moved its April meeting to April 14-16, so the calendar for approval of the Handbook revisions needs to be revised accordingly. He suggested that the UFC be prepared to approve the final draft of the Handbook in the first week of April. He pointed out that revisions to the Handbook are approved by the UFC, but that a special meeting of the full faculty could be called by 10 faculty members representing at least five departments in case there are objections to any UFC actions (see Sections 1.11.1 and 2.1.3 of the current Handbook). There was general agreement that the proposed revisions be made available to all faculty for their input throughout the process so that any concerns can be addressed before the Handbook is finalized. John Morello stated that he will start to post drafts of the Handbook revisions on the website in January and the Handbook Committee will be ready to submit its proposals for revisions to the UFC by February.

Ernest Ackermann pointed out that the UFC will have to propose revisions to Section 2.3 of the Handbook relating to the UFC, and that those revisions will have to be approved in each of the colleges in order to be finalized.

Larry Penwell pointed out that the colleges will also have to submit their appendices on college governance for the Handbook. John Morello explained that UFC does not have a formal role in reviewing the appendices on college governance.

The report from the Handbook Committee asked for feedback from the UFC on specific issues relating to conflict of interest, office hours, etc. There was brief discussion, but no revisions were made to the proposed wording of those sections.

John Morello explained that the new section on financial exigency and dismissal for cause is being reviewed by the Attorney General's office. The material is based on what's in the William and Mary faculty handbook, so there should be no problem with what we have.

Mary Beth Matthews moved that the April meeting of the UFC, previously scheduled for April 12, be rescheduled for April 5; Leigh Frackelton seconded the motion; the motion was approved unanimously by voice vote. Dean Finkelstein pointed out that a meeting on April 12 might be needed to approve the Honors Program. Ernest Ackermann agreed to keep the schedule open for a meeting on April 12 if needed.

12. University Committee Structure. Andrew Dolby made a motion that the Reinstatement Advisory Committee be removed from the schematic (Attachment 6). Marie McAllister seconded the motion and there was no discussion. Ernest Ackermann ruled that the motion was approved by acclamation.

The University Faculty Organization Committee was the first proposal to be discussed (Attachment 7). Jo Tyler pointed out that the proposal does not contain the changes recommended during the work session on December 3: to have 5 members with staggered 3-year terms; each college to elect its representative; under duties add wording to perform additional duties assigned by the UFC. A short rationale will also be included. Marie McAllister moved that the proposal be approved as revised; Andrew Dolby seconded the motion; the motion was approved by voice vote.

The Sabbaticals, Fellowships and Faculty Awards Committee was the next proposal to be discussed (Attachment 8) At the work session it was recommended that this committee deal with grants and that it be renamed to reflect that part of its charge. Discussion revolved around which grants would fall under the purview of the committee. The distinction between Faculty Development Grants and summer stipend grants was brought up. Summer stipends are only available to CAS faculty, and the colleges each have their own budgets for Faculty Development Grants, so these would not be considered in the University-wide committee. The Teaching Center has its own procedures for its grants. Revisions were suggested to clarify that the committee deals only with University-wide faculty development funds. The committee's duties relating to sabbaticals were also discussed. John Morello pointed out that the Provost requested this committee to be advisory to the Provost on sabbatical decisions after recommendations from the deans have been sent to the Provost. It was recommended that the committee's charge clarify that its role regarding sabbaticals is advisory upon request by the Provost and that the deans not serve as voting members of this committee. It was also recommended that the UFC examine wording in the section of the Handbook relating to sabbaticals to make sure it conforms with this process. There was some brief discussion regarding Distinguished Professors; this will be addressed in the process of revising the Faculty Handbook. Finally, there was discussion about the name for the committee, and it was recommended that the name of the committee be as proposed originally. Andrew Dolby moved that the proposal be approved with the recommended revisions; the motion was seconded by Mary Beth Matthews; it was approved by voice vote.

13. Next Meeting. Ernest Ackermann proposed that the UFC meet on January 18 to complete action on the remainder of this meeting's agenda. The next regularly scheduled meeting of the UFC is February 8.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Jo Tyler, Secretary

UFC Chairperson Report
December 6, 2010

On November 18 and 19, I attended a meeting of the UMW Board of Visitors. As part of the Provost's report on the 18th I was called on to say a few words about the UFC's work on faculty governance. During that report I distributed our diagram for committees. There were no questions. On the 19th, President Hurley, in his report, made several complimentary statements about the UFC's work. A copy of my report to the UFC was distributed to you before the BOV meeting. I continued to emphasize the state of our salaries compared to other institutions in Virginia and the need for improvement.

During this past month I had the opportunity to attend a meeting of the College of Business, December 1, and a meeting of the faculty in the College of Education, December 3. In both I mentioned our work on developing university-level committees.

At its December 1, 2010 meeting the College of Business Faculty Senate passed two motions that have bearing on our work. They are quoted here from an email I received from Louis Martinette, President of the CoB Faculty Senate :

“1. The College of Business has expressed its concern relative to the current and future salary inversion (related to future hires in the College of Business) believing that they are in direct conflict with the spirit of Section 3.9.3 of the current Faculty Handbook. In consideration of those two salary related issues the College of Business Faculty has proposed that a letter expressing those concerns be sent to each individual member of the Board of Visitors from the College of Business Faculty (with copies to UFC, Provost Harper, and President Hurley). The details of the letter will follow when I publish the final Senate meeting minutes.

2. In view of the upcoming Salary Survey being conducted by the University, the faculty of the College of Business will request that the Acting Dean of the College of Business, and the University Faculty Council, communicate to the Salary Survey Committee our request that we be provided a copy of the relevant RFP for the consulting firm being used, and the College of Business' offer to have a member of the accounting faculty involved as a member of the Salary Survey Committee.”

I have invited Louis to attend our meeting.

The College of Arts and Sciences Faculty Senate passed a motion at its December 1 meeting that suggests a change in the language of the University Faculty Handbook. As the Handbook is the responsibility of the UFC we will need to act on it. I have included it under new business. My opinions on appropriate language and other additions in section 5.5.1 are included in the materials posted online.

We typically have a great deal of business at our meetings. The reports we receive are valuable to us, but it may help us to transact our business if the reports are distributed in writing and/or limited to a 5 or 10 minute verbal report.

Thanks for all the work you've done on the UFC for the past five years – oh that's right, its only been a few months. Well, correcting the time period does nothing to diminish my appreciation for the work we've done together. Likewise I think we are working in the right ways to define university-level faculty governance at UMW and to work with our colleagues in each College.

Oversight Committee for Faculty Evaluation Matters
Report

December 2, 2010

The committee met on Monday, November 29, at 9:00 am in Trinkle Hall. The meeting was called to order by the Chair, Margaret Mi. The Chair of the University Faculty Council (UFC), Ernie Ackerman, who previously sent us our charge, reviewed the charge in more detail.

The Colleges of Business and Education submitted their Promotion and Tenure information directly to the UFC Chair who forwarded the information to each member of the committee.

The Chair of the committee was asked by the President of the CAS Senate to attend their meeting on Wednesday, December 1, to answer questions about the timing for the CAS P&T Committee to submit their proposed changes to the oversight committee. The Provost also was invited to attend. In fact, the Handbook director and two members of the CAS P&T Committee, including its chair, attended the meeting. The P&T Committee members stated that they had no proposed changes and the entire Senate agreed to maintain the wording as it appears now. In the spring, the CAS P&T Committee will discuss any proposed changes that may be sent to them through their Dean's discussions with their chairs.

The oversight committee is meeting on Tuesday, December 7, to continue reviewing all guidelines. Any recommendations will be sent directly by the committee to the individual P&T Chairs for resubmission.

The oversight committee has every intent to complete its charge by the February 1st deadline.

Respectfully submitted,

Margaret A. Mi, MBA, PhD
Professor of Management
Chair of the UFC Oversight Committee for Faculty Evaluation Matters

Attachment A

Budget Advisory Committee Minutes 10/18/2010

I. Welcome and Introductions

In attendance;

Joe Romero – Chair

Dana Hall-Secretary

Rick Pearce

Paul Messplay

Timothy O’Donnell

Steve Greenlaw

Roy Gordon

Clarence “Danny” W. Tweedy III

Elaine Asper-COB

Tamie Pratt-Fartro-COE

Jay Harper-Provost

Joe gave an overview of the creation of the committee and the work of the committee.

II. Charge of the Committee:

Discussed the language for the duties of the Budget Advisory Committee (Attachment A) – to be approved for the Faculty Handbook at a later date.

III. UMW Budget Development Calendar (Attachment B)

Paul Messplay discussed the Budget Development Calendar, topics included;

- a) the University has asked the state for bonds for 45 million for Dining Hall and dorm renovations. (approved)
- b) asked for authority to purchase the property adjacent to the campus near Pizza Hut (approved).

- c) Dahlgren project – got approval from the state to fund operations separately from CAS.
- d) Discussed the Internal Budget process- the individual VPs are charged to develop their requests and present to the committee. The committee then looks at all requests, ranks them in (high, medium, low) priority (Jan-Feb) then submits the list to the President to review and act on.
- e) Recommendation to have a discussion opportunity w/ the faculty in Mid-~~Oct~~-Nov on the issue of tuition & fee increases.

IV. Summary of 2010-11 BAC recommendations and Presidential action (Attachment C)

Discussion on Presidential Actions from the 2010-11 Recommendations. Discussion took place regarding the recommendations from the committee to the President. Tim asked on the status of the recommendation for the President's Advisory Committee (one of our committee's recommendations at the end of last year).

V. Overview of UMW's FY 2010-11 budget (Attachment D)

VI. Tuition and Fee Planning (Attachment E)

Discussion of Tuition & Fee Rate Planning. Paul went over the Power Point presentation developed to educate the student leaders on the workings of the annual budget.

A charge was given to the committee to solicit faculty opinions on potential proposed tuition increases. Committee members are asked to present the Power Point (Attachment E) with their departments and lead a discussion with their departments and Joe will distribute Attachment E to all department chairs before the next meeting.

- VII. Next meeting date scheduled for Monday, November 8th, 2010 7:30am in GW 106

Attachment B**University of Mary Washington
2011-12 Budget Development Calendar
Key Dates**

Mid-October 2010	General budget development guidance for new requests <ul style="list-style-type: none">▪ Pre-Approval from Secretary of Education▪ Emergencies▪ Mandates▪ Opportunities for operational savings
December 17, 2010	Governor's Budget
January 12, 2011 – February 29, 2011	2011 General Assembly
January to mid- February 2011	Areas work with individual VPs to review/prioritize requests
Late February to mid- March 2011	VPs present requests to Budget Advisory Committee Budget Advisory Committee prioritizes requests from VPs
Late March 2011	Budget Advisory Committee submits recommendations to President
April 2011	President recommends 2010-11 budget and tuition and fees to Board

UNIVERSITY FACULTY HANDBOOK ADVISORY COMMITTEE

Summary of Third Meeting Held on November 22, 2010; status report of the *Handbook* draft

1. In the meeting on November 22, the Committee dealt with these items:

- A. Jo Tyler’s revision of the section on faculty titles, awards, and services (now §8)
- B. Jo’s revision of the section on faculty rights, responsibilities, and policies (now §5)
- C. Nina Mikhalevsky’s rewrite of the grievance procedure (in §5)
- D. Nina’s proposed revision and language for the financial exigency policy (new §4)
- E. Nina’s proposed revision and language for dismissal for cause procedures (new §4)
- F. UFC’s point about the quorum for a general faculty meeting (in §2)
- G. Attorney General’s response to questions raised about the form of current appointment letters

2. Status of the next *Handbook* draft. The chart below summarizes the progress made thus far in creating the next *Handbook*, and indicates the remaining items still needed to complete the task.

Section	Status of draft	Major Modifications to this Section	To Complete this Section (in addition to final Committee review) . . .
1	completed	Revised mission statement; new diversity & inclusion statement; revised community values statement	Need BOV approval for diversity & inclusion statement, and for revision to community values statement
2	<i>partly completed</i>	New guidelines for calling general faculty meetings, and for quorum	Need university-level committee structure, duties, etc; updated UFC duties
3	completed	Revised grievance policy to insert new university appeals committee (keeps process the same)	---
4	completed	New procedures for financial exigency and dismissal for cause (modeled after William & Mary’s)	Awaiting comments from review now being conducted by AG’s Office
5	completed	Several existing policies are modified (see pages that follow for details)	Modified policies need to be reviewed by deans & Provost to see if they are workable
6	completed	Report of teaching on FAAR is updated as per CAS Faculty Senate motion & needs of 12-month faculty	Language in CAS Senate motion has been adjusted slightly and is still under review
7	<i>partly completed</i>	P & T process extracted from this section; overall deadlines & general criteria remain (see following pages)	Need outline of appeal process and decision dates; need statement of overall P & T process criteria/expectations.
8	completed	Fellowship & Awards committee recommends Distinguished Professors	---
App. A	completed	No changes at this point	---
App. B	completed	No changes at this point	---
App. C	completed	No changes at this point	---
App. D	completed	No changes at this point	---
App. E	completed	No changes at this point	---
App. F	completed	No changes at this point	Will be modified if CAS adopts any changes to its governance rules
App. G	incomplete	COB governance & committees	Need document from COB
App. H	incomplete	COE governance & committees	Need document from COE
App. I	<i>partly completed</i>	CAS P & T process & specific criteria as extracted from current <i>Handbook</i>	CAS P & T Committee is reviewing
App. J	incomplete	COB P & T process	Need document from COB
App. K	<i>partly completed</i>	COE P & T process	Need to specify promotion procedures; point to university P & T appeal process

-- over --

3. NEW LANGUAGE PROPOSED SINCE LAST REPORT (VARIOUS SECTIONS) The sections below are those where substantial change from existing language is proposed. The Handbook Committee has also identified existing language that may need to be altered but it has not re-written those sections yet. The Committee would appreciate guidance about the wording of §3.9.3 and one sentence in §5.2.2.

2.1.8 Quorum One hundred members of the *general faculty* with (1) at least five members from each of the University's colleges and (2) representation from at least ten different departments shall be a quorum for the transaction of business. A smaller number may only adjourn.

In light of the establishment of the new colleges, are we comfortable with this statement?

3.9.3 Statement of Principles Regarding Salaries for Newly Hired Faculty No newly hired faculty member will ordinarily receive a salary higher than the salary of current faculty members with the same qualifications. In any given year, salaries for newly hired faculty members with the same qualifications will ordinarily be equal. If the administration believes that a newly hired faculty member has extra qualifications (i.e., previous teaching experience, significant publication record, etc.) and thus deserves a higher salary than others hired at the same time, those qualifications and the financial weight given to them will be explained to department chairs. If the administration believes that exceptions due to market factors are necessary in some salaries at the time of hire or in subsequent salary adjustments or corrections that are not included in the annual salary adjustment policy (see §5.8.1), those exceptions and the criteria for them will be explained to all department chairs.

3.11.1 (Conflict of Interest statement) has added this to the other restrictions already listed: “. . . no immediate family member may . . . make judgment on the other family member concerning such matters as . . . academic work, including grading and/or submitting grades on the latter.”

The Handbook Committee thinks that this part of §5.2.2 (**Faculty Actions Related to the Honor Code**) needs to be reevaluated in light of online tests used in some courses: “Faculty members need not remain in the classroom during tests and examinations; they must indicate to the students where they may be found if needed, and they may return to the classroom briefly for consultation.”

Committee proposes revisions of several sections (these go beyond clarification or streamlining):

- **§5.4.4 Classroom Teaching** As the AAUP “Statement on Freedom and Responsibility” points out, “It is a mastery teachers have of their subjects and their own scholarship that entitles them to their classrooms and to freedom in the presentation of their subjects.” Thus, within their obligations to follow standards of their discipline, course descriptions as published in the *Academic Catalogs*, and requirements and expectations of student learning outcomes assessment procedures as established by the University and its departments, faculty are afforded pedagogical discretion in defining course objectives and in deciding how best to present and explore course material. The academic policies and regulations of the departments, colleges and university relating to classroom teaching shall have an overall goal of ensuring the quality of instruction while also protecting essential academic freedoms.

- **5.4.7 Office Hours** It is essential to the mission of the University that faculty be accessible to students, and faculty are required to post and maintain regular office hours. Policies for posting and maintaining office hours are established by the faculty, department chairs and dean of each college, and may provide for differences based on such factors as number, schedule and level of courses taught, mode or medium of course delivery, individual supervision of students, etc. Generally, each full-time faculty member is expected to schedule and post at his or her office door at least five formal office hours each week, arranged at times that meet students' needs for consultation. Adjunct faculty are generally expected to hold regularly scheduled office hours at the rate of 1.5 hours per week for each 3-credit course taught, and 2 hours per week

for each 4-credit course. Beyond these general understandings, the faculty, department chairs, and dean of each college will determine the nature and scope of specific office hours expectations for the college.

• **5.4.8 Final Examinations** Any policies established by the departments or colleges regarding requirements for final course assessments (including examinations, critiques, or final projects) shall be formulated by the faculty, department chairs and dean of each college in accordance with the best practices in the discipline, and issued in writing. A final examination or equivalent final assessment (such as critiques or final projects) will be given in all courses unless specific exception is approved, in writing, by the dean of the relevant college. Faculty members seeking such exception should write to the dean explaining why the exception should be made. Instructors are expected to keep final examination papers for one calendar year in case any question should arise that would make reference to the papers desirable.

• **5.4.14 Participation in Academic Ceremonies** Attendance of the faculty is expected at honor convocation, commencement, and other ceremonies as notified. All faculty are expected to attend graduation ceremonies and other formal academic ceremonies, as notified, in appropriate regalia. The University does not pay for regalia but provides procedures for renting it. Each college shall establish policies for faculty attendance at such ceremonies and for procedures to be followed to be excused from attendance at such ceremonies.

• **5.6.2 Outside Employment and Consulting** When hiring a faculty member in a full-time instructional position, the University presumes that it has full claim upon the working time and professional energies of the individual for his or her teaching and for other University-related activities. Accordingly, outside professional activities must clearly be subordinated to and must not interfere with the individual's obligations to the University. Outside or other employment (defined as a faculty member's engagement with financial gain in any job, private business, or the conduct of any profession, other than University business, during the contract year) may be sought out and entered into by faculty members, provided that (1) the employment does not interfere with the individual's assigned duties and obligations to the University, and (2) the employment does not constitute a conflict of interest (see Section 4.3.2). To protect the faculty member from possible criticism regarding conflicts of interest, a written request for approval of any outside or other employment prior to taking long-term (e.g. one semester or more) outside employment (defined as a faculty member's engagement with financial gain in any job, private business, or the conduct of any profession during the normal academic year) must be submitted in advance to and approved by the department chair and the dean, and the Provost. Notice of such approval will be given by the return to the faculty member of a signed and dated copy of the written request with a copy to the Provost. Colleges may establish additional procedures, consistent with this policy and standards of their disciplines, regarding engagement in and reporting of outside employment.

• **5.8.8 Formal Procedures to Hear the Grievance** If the grievance of a faculty member is not resolved through the informal procedure, the faculty member may, within twenty business days thereafter, pursue a formal grievance procedure and request a hearing by the Faculty Appeals and Grievance Committee, a standing committee of the faculty whose charge is to investigate the grievance and recommend to the Provost (or President as per §4.9.9) a resolution.

• **5.8.14.7 Appeal to the Board of Visitors** If the grievance was against the Provost or a unit for which the Provost served as a representative, and the President has ruled on the recommendation of the Committee, the affected party may present a request, in writing, to The Rector of the Board of Visitors, within ten business days after receipt of the President's decision, asking the Board of Visitors, or the Executive Committee thereof, to review the record of the hearing. In such an event, the affected party may be asked to furnish, at his or her own expense, a transcript or the tape recording of the hearing. Within twenty business days after receipt of a request from an affected party, the Rector may either reaffirm the decision of the President or have the record of the hearing reviewed and a decision rendered by the Board of Visitors or by the Executive Committee. The action of the Rector, the Board of Visitors, or the Executive Committee is final.

Comment [NM1]: See comment 6 above

• **6.5.1 Teaching**

.1 List courses by semester. [language needed here – see below]*. List course number, course name, and enrollment (class size after drop-add period). Indicate, using the following abbreviations if you wish, whether any of these conditions holds:

N New—you are teaching the class for the first time.
SR Significantly Revised—most of the material and/or method is new.
R Revised—some of the material and/or method is new.
U Updated — made current with recent work

G — Graduate course (elective)
GR — Graduate course (required)
RM — Required for majors
GE — General education course
WI — Writing intensive course
SI — Speaking intensive course
OL — Online course
BL — Blended course

Comment [JT2]: why have any extra language here? If CAS has a policy to make listing of summer courses optional, then CAS faculty would still have that option and it wouldn't need to be stated in the part of the handbook that relates to the whole university.

Comment [JT3]: what's the rationale for indicating elective vs. required? (Some graduate courses are required only for some of the students attending the course and are electives for other students)

* CAS Faculty Senate passed this change: “List courses by semester (summer classes may be included).”

That version does not work for 12-month faculty, since their annual evaluation needs to cover the whole year. So, one revision would be this: “List courses by semester, including summer session courses for faculty on twelve-month contracts (faculty on nine-month contracts may include summer courses).”

In an effort to make the statement less redundant, another suggestion was made – “List courses by semester, including summer courses if taught.” This version would require that all summer courses be listed on the FAAR; the CAS Senate version had made it optional.

• **§7 – NOTE (at the start of the section):** *This section contains general guidelines, expectations, and deadlines that apply to the promotion and tenure processes at the University. Each college has a separate tenure and promotion policy document containing additional information about tenure and promotion criteria and procedures. Each of these documents appears as an appendix in this Handbook; see the appendices I, J, and K Applicants for promotion and/or tenure should be mindful of both the general requirements, expectations, and deadlines as expressed in this section of the Handbook and the specific evaluative criteria, procedures, expectations, and other details that pertain to the promotion and tenure process as it is carried out in the faculty member’s college and as detailed in the relevant appendix.*

DRAFT OUTLINE FOR §7 (section on general promotion and tenure procedures).	
Sections in red have significant changes; see below	
7.1 – Promotion Policy	7.7 – Tenure Requirements
7.2 – General Minimum Promotion Requirements	7.8 – General Tenure and Promotion Calendar
7.3 – Individual Criteria for Promotion	7.9 – Contents of Promotion and Tenure File
7.4 – Institutional Rank Structure Policy	7.10 – Expectations for Constituents in the Process
7.5 -- Promotion Procedure	7.11 – University Expectations for P & T Processes
7.6 – Tenure Policy	7.12 – Promotion and Tenure Appeals

• **7.3 INDIVIDUAL CRITERIA FOR PROMOTION** Faculty performance is evaluated in three areas of endeavor: teaching effectiveness, professional activities, and service to the University, the college and department. The first area, teaching, is preeminently important. Each college at the University has its own set of promotion criteria that will be applied in individual promotion cases. For the College of Arts and Sciences promotion criteria, see Appendix I; for the College of Business promotion criteria, see Appendix J; and for the College of Education promotion criteria, see Appendix K.

• **7.5 PROMOTION PROCEDURE** Each college has its own set of promotion procedures. For the College of Arts and Sciences promotion procedures, see Appendix I; for the College of Business promotion procedure, see Appendix J; and for the College of Education promotion procedure, see Appendix K.

• **7.6 TENURE POLICY** Tenure is the assurance of a continuing full-time teaching position at the University unless the faculty member resigns, retires, or is dismissed for cause; the University declares a *bona fide* financial exigency which affects the faculty member’s position; or the University renders the faculty member’s position unnecessary by discontinuing, reducing, or restructuring an academic program or department. Any such decisions in these instances must result as a consequence of strict adherence to the procedures outlined in §4.1-.3 of this *Handbook* regarding termination of a tenured appointment in the instance of financial exigency that threatens the University or because of the discontinuance of a specific program or department of instruction within a college. Dismissals for cause must follow procedures specified in §4.4-.10.

• **7.9 CONTENTS OF THE PROMOTION AND TENURE FILE** Each college has its own set of requirements for the preparation of the promotion and tenure credentials file. For the promotion and tenure file requirements followed by the College of Arts and Sciences, see Appendix I; for the requirements applying in the College of Business promotion, see Appendix J; and for the College of Education, see Appendix K.

• **7.10 EXPECTATIONS FOR THE CONSTITUENTS IN THE PROMOTION AND TENURE PROCESS** Each college has expressed a set of expectations for each of the constituents in the promotion and tenure process. For the expectations expressed by the College of Arts and Sciences, see Appendix I; for the College of Business, see Appendix J; and for the College of Education, see Appendix K.

• **7.11 THE UNIVERSITY’S EXPECTATIONS FOR THE PROMOTION AND TENURE PROCESS**

The University Faculty Affairs Committee (UFAC), charged with oversight of the promotion and tenure criteria and processes used by all colleges at the University, has developed a set of guidelines and expectations for those processes and procedures. The UFAC is also charged with oversight duties to ensure that each college upholds the University’s general stands as expressed by the UFAC and other University standards and expectations as articulated in this section of the *Faculty Handbook*. On [date] the UFAC expressed these general guidelines by which the tenure and promotion criteria, procedures, and process in individual colleges are to be expected to meet:

• **7.12 TENURE AND PROMOTION APPEALS** The University Faculty Council has adopted the following university-level process for appeals in promotion and tenure cases.

Comment [JT4]: ??
 The UFAC will not be constituted until Fall 2011, so the handbook should not say that that committee “has developed” anything.

This and the rest of the wording in this proposed section does not match what the current Oversight Committee was charged to do; all the charges to that committee involve making recommendations to the UFC

Comment [JT5]: standards ?

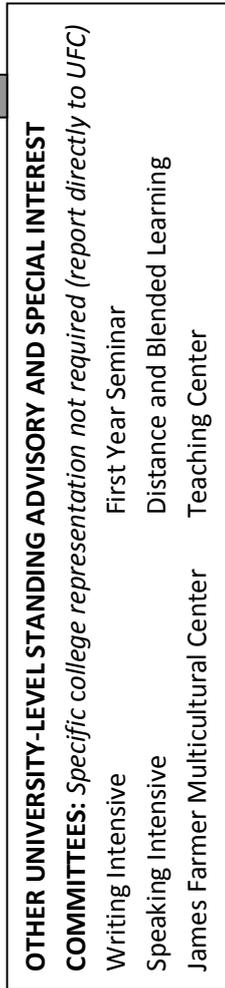
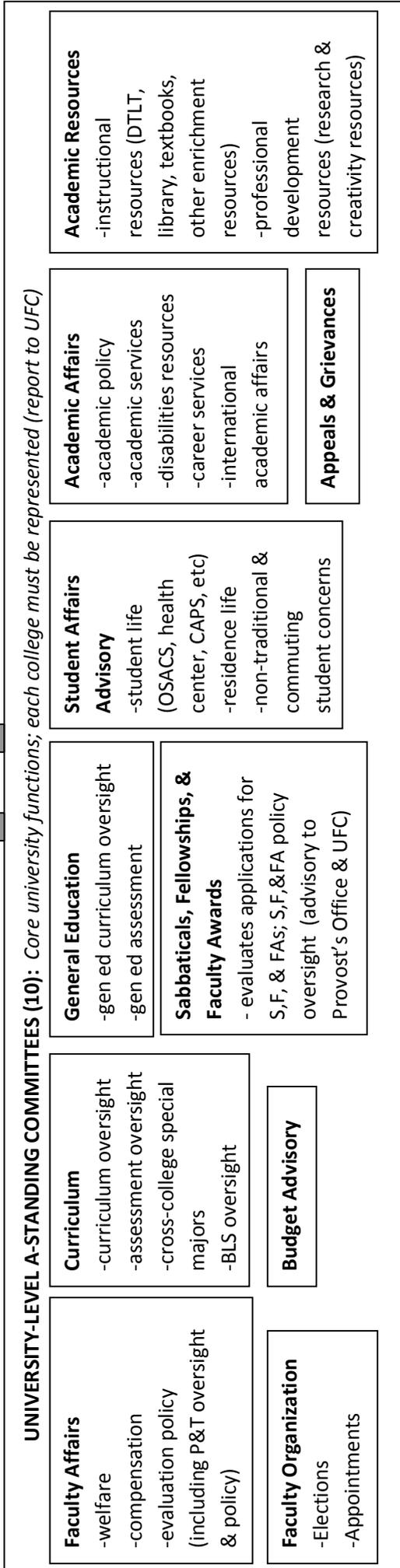
COMMITTEE MEMBERSHIP:

- Elizabeth F. Lewis, Department of Modern Foreign Languages, College of Arts & Sciences
- Nina Mikhalevsky, Department of Classics, Philosophy, and Religion, College of Arts & Sciences
- G. Robert Greene, Department of Management & Marketing, College of Business
- Alan G. Heffner, Department of Management & Marketing, College of Business
- Dale L. Wright, Department of Curriculum & Instruction, College of Education
- Beverly D. Epps, Department of Foundations, Leadership, & Special Populations, College of Education
- Jo Tyler, Department of Foundations, Leadership, & Special Populations (UFC representative)
- John T. Morello, Associate Provost (Committee Chair)

Report Prepared on December 6, 2010 by: 

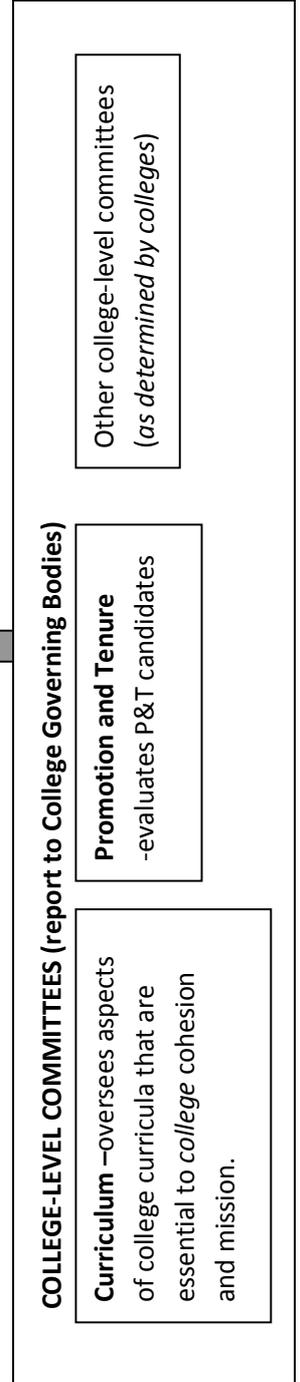
Last updated: Dec. 8, 2010

University Faculty Council



Solid arrows: sends business for review/approval as appropriate

- ◆ Each College constitutes its own Governing Body and determines its by-laws
 - College-level Governing Bodies may submit business/motions directly to the UFC if applicable
- ◆ Each college constitutes its own Curriculum and P&T committees and determines their by-laws.
 - Colleges, **at their discretion**, may form additional college-level committees
 - If no college-level committee counterpart exists, depts. submit business directly to College Governing Bodies



University Faculty Organization Committee

Membership. The committee consists of six faculty members elected by the faculty. Members are nominated and elected according to the rules spelled out in section Xxx of this *Handbook*. Members shall serve staggered 2-year terms beginning the fall semester after the election.

Duties. The committee reports to the University Faculty Council. Its duties are to:

- .1 Oversee appointments to University-level committees. The committee shall ensure appropriate representation of each college;
- .3 Oversee elections of members to University-level committees;
- .4 Periodically review the University-level system of faculty governance and make recommendations to the University Faculty Council for revision as needed to ensure fairness and efficiency
- .5 Periodically review the systems of faculty governance in each College to ensure that they function in accordance with section 2.4.2 of this Handbook;
- .6 Review and recommend for University Faculty Council action proposals for new faculty committees (standing or *ad hoc*);
- .7 Consult with administrators and program directors regarding formation of University-level advisory committees and make appropriate recommendations to the University Faculty Council,

Draft 12-6-10**Version 1: With Distinguished Professors!****[section?] Sabbaticals, Fellowships, Faculty Awards and Grants Committee**

The committee consists of 5 faculty members with one representative selected from each college and two elected at-large, and the Deans of each college (or designees) as *ex officio* members with voting privileges and the Associate Provost for Academic Affairs as an *ex officio* member without voting privileges. The committee's duties are to:

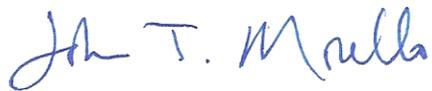
- .1 Recommend to the Provost which sabbatical applications and Jepson Fellowship proposals should be presented to the Board of Visitors for their approval and subsequent funding;
- .2 Recommend to the Provost the faculty members who should receive the Grellet C. Simpson Award, the Outstanding Young Faculty Award, and the Topher Bill Service Award;
- .3 Recommend to the Provost which faculty members should be selected as UMW's nominees for the SCHEV Outstanding Faculty Award;
- .4 Recommend to the Provost which teaching and professional faculty development grant proposals should be funded;
- .5 Study and recommend to the University Faculty Council and the Provost, as appropriate, changes in policies, application procedures, and evaluation criteria to be applied concerning faculty development grants, sabbaticals, Jepson Fellowships, UMW faculty awards, and Distinguished Professorships; and
- .6 When nominations of candidates for the title of distinguished professor are called for by the Board of Visitors, advise the Provost and the President about which faculty members should be recommended to the Board to be named as Distinguished Professors.

Questions still to be answered:

? Advise UFC, Provost, or Deans

? Should sabbaticals go to dean first as in 3.13.5.1 or straight to Committee?

? Is there a Graduate teaching award anymore? Simpson is Undergraduate teaching -- Someone at UMW would need to formally sanction this award. If they do, we can easily include this as among the committee's tasks. I am not aware that anyone has stated that the old **College of Graduate and Professional Studies outstanding faculty award** will be re-purposed as an award for graduate teaching. Personally, I'd support this idea. If asked. If there will be such an award, it could be added to the list under item 2 on the committee's statement of duties.



Recommended changes to the Handbook:

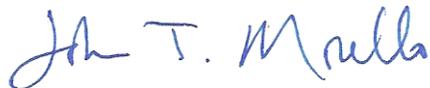
3.13.5.1 Application Procedures for Sabbatical Leaves A written application for sabbatical leave, together with a letter of acknowledgment from the department chair, must be submitted to the dean by the second Monday in September of the academic year prior to the academic year for which the leave is requested. The application must include a proposal for a project to be undertaken during the sabbatical period. Requirements for sabbatical proposals are made available by the start of the fall semester each year.

3.13.5.2 Announcements of Sabbatical Leaves

Recommendations from the deans **Sabbaticals, Fellowships, Faculty Awards and Grants Committee** regarding sabbatical leaves are due to the Provost no later than the second Monday in October. The Provost reviews these recommendations, and announces (no later than October 30) which sabbatical recommendations will be taken by the Board of Visitors for final action at its next meeting, generally in November or December. While it is the hope and intention that all eligible applicants with appropriate proposals will be able to receive sabbatical leaves every seven years, financial and staffing constraints limit the actual number of leaves granted.

The problem is accommodating the deadline for BOTH Jepson Fellowship decisions and sabbatical decisions, both of which have to go before the BOV at its November meeting to be approved in time so that department chairs know for sure who will be gone in the next academic year prior to when the course schedule for fall is due.

I believe we need to stick with the current application deadline – second Monday in September. We might be able to move it back a week or two but that's really it. (That would make it third or fourth Monday in September.) Also, the deadline proposed does not afford enough time for review and decision making by the committee and subsequent review by the Provost before October 30.



4.6.3 Jepson Fellowships A generous gift to the University from Alice Andrews Jepson '64 and Robert Jepson, her husband, enabled the creation of the Jepson Fellows Program. This initiative is designed to enhance the University's ability to recruit and retain the highest quality junior faculty members and to support them in their quest for promotion and tenure. The Fellowship award is for one full academic year, and the recipient will have his or her teaching load reduced by one half during the time of the Fellowship. The number of Fellowships awarded in any year is dependent upon the quality of the applications received and the amount of funds available from the proceeds of the gift (these vary depending on the investment performance and the Foundation's spending policies). Jepson Fellows are awarded following an application and review process. To be eligible, the person must be at the rank of Assistant Professor or Associate Professor and must have completed at least three years at the University by the time the Fellowship would begin. Complete application details and requirements are distributed annually the Provost's Office.

7.1.2 Procedure for Determining Distinguished Professor Nominees

.1 When the Board of Visitors calls for nominations of candidates for the title of distinguished professor, the Provost will ask ~~University Faculty Council (UFC)~~ Sabbaticals, Fellowships, Faculty Awards and

Grants Committee to evaluate candidates and provide recommendations.

.2 The Provost will write to every member of the faculty meeting the rank and time-in-service criteria asking permission to release their files to the **UFC Sabbaticals, Fellowships, Faculty Awards and Grants Committee**. Those faculty members who give permission in writing will become candidates for the title of Distinguished Professor.

.3 The Provost will make the list of candidates available to the rest of the faculty.

.4 The **UFC Sabbaticals, Fellowships, Faculty Awards and Grants Committee** will have access to *curricula vitae*, faculty annual activities reports, and annual performance reviews for every year since promotion to professor from the candidates' personnel files.

.5 The Provost, in consultation with the **UFC Sabbaticals, Fellowships, Faculty Awards and Grants Committee**, will determine the timetable for deliberations.

.6 Should any member of the committee be on the list for consideration, he or she will recuse himself or herself from any participation in the committee's distinguished professor deliberations. If deemed necessary by the committee, a replacement member will be appointed following standard procedures for replacements of committee members. The replacement serves only for the purpose of evaluating Distinguished Professor nominations.

.7 In due course, no later than the deadline which has been prescribed by the Provost, the **UFC Sabbaticals, Fellowships, Faculty Awards and Grants Committee** will submit to the Provost its written report, setting forth first any procedural or contextual commentary regarding its deliberations, and then identifying without ranking those few candidates it has decided to put forward (no more than five in any one year), with a paragraph for each, spelling out the nature of the distinction that qualifies him or her for the title of Distinguished Professor.

.8 The Provost will share the **UFC Sabbaticals, Fellowships, Faculty Awards and Grants Committee** report with the President and, from the list of names presented by ~~the Council~~ **Sabbaticals, Fellowships,**

Faculty Awards and Grants Committee, the Provost and the President will decide upon the recommendation(s) they will place before the Board of Visitors. In making its final decisions, the Board will also have access to the committee report.

.9 Public announcements of any newly named Distinguished Professors will be made at a time determined by the Board, President, and Provost. However, all committee deliberations and the contents of the committee's report will be strictly confidential and not be made part of any permanent record.

~~**F.8.5 Faculty Development and Grants Committee**—The committee consists of six faculty members appointed by the FOC, and the Dean of the College of arts and Sciences (or designee) as an *ex officio* member. The committee's duties are to:~~

~~.1 Study and recommend to the Faculty Senate policies concerning faculty development.~~

~~.2 Recommend to the Dean which faculty development grant proposals should be funded.~~

~~.3 Advise the Dean about which Jepson Fellowship proposals should be recommended to the Board of Visitors for funding.~~

~~.4 Advise the Dean about the application procedures and evaluation criteria that should be employed for faculty development grants and Jepson Fellowships.~~

Version 2: No Distinguished Professors!**[section?] Sabbaticals, Fellowships, Faculty Awards and Grants Committee**

The committee consists of 5 faculty members with one representative selected from each college and two elected at-large, and the Deans of each college (or designees) as *ex officio* members with voting privileges and the Associate Provost for Academic Affairs as an *ex officio* member without voting privileges. The committee's duties are to:

- .1 Recommend to the Provost which sabbatical applications and Jepson Fellowship proposals should be presented to the Board of Visitors for their approval and subsequent funding;
- .2 Recommend to the Provost the faculty members who should receive the Grellet C. Simpson Award, the Outstanding Young Faculty Award, and the Topher Bill Service Award;
- .3 Recommend to the Provost which faculty members should be selected as UMW's nominees for the SCHEV Outstanding Faculty Award;
- .4 Recommend to the Provost which teaching and professional faculty development grant proposals should be funded; and
- .5 Study and recommend to the University Faculty Council and the Provost, as appropriate, changes in policies, application procedures, and evaluation criteria to be applied concerning faculty development grants, sabbaticals, Jepson Fellowships, and UMW faculty awards.

Recommended changes to the Handbook:**3.13.5.2 Announcements of Sabbatical Leaves**

Recommendations from the ~~deans~~ **Sabbaticals, Fellowships, Faculty Awards and Grants Committee** regarding sabbatical leaves are due to the Provost no later than the second Monday in October. The Provost reviews these recommendations, and announces (no later than

October 30) which sabbatical recommendations will be taken by the Board of Visitors for final action at its next meeting, generally in November or December. While it is the hope and intention that all eligible applicants with appropriate proposals will be able to receive sabbatical leaves every seven years, financial and staffing constraints limit the actual number of leaves granted.

Remove all of

~~**7.1.2 Procedure for Determining Distinguished Professor Nominees**~~

Remove all of

~~**F.8.5 Faculty Development and Grants Committee**~~