



WILLIAM & MARY

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Process for Revising  
the *W&M Faculty Handbook*  
Committee on Academic Affairs

*November 2023*

# What is the *W&M Faculty Handbook*?

1. Statement of rights and responsibilities of all members of the W&M community (Sec. I)
2. Definition of roles and delegations consistent with Board Bylaws (all sections)
3. Foundation for shared governance: organization (Sec. II) and faculty-specific policies (Sec. III)
4. Knowledge repository (all sections)

November 16-17, 2023

# What Authorities Govern the *Handbook*?

**The Board of Visitors (BOV)** is the ultimate institutional authority under the *Code of Virginia*. Per the *Faculty Handbook*, p. 8, “Nothing in this document shall affect the powers of the Board of Visitors as provided by law.”

Per the **BOV Bylaws**, the BOV approves major policy and organization changes per the **president’s** recommendation – or delegates such authority to the president.

As approved by the BOV, the *Faculty Handbook* specifies roles, delegations, and processes related to academic matters – including the formal advisory role of **Faculty Assembly** and the **Personnel Policy Committee** with respect to amendments.

# Why Revise?

1. The legal landscape has changed significantly since 2008
2. Multiple academic entities are considering reorganization and should have due recognition in their new forms: A&S, CDAS, etc.
3. Governance reviews are expected for accreditation on a 10-year cycle (due 2026)

# Principles for Revision

1. Assume positive intent
2. Respect the time of all involved
3. Work in a transparent way
  - Set clear deadlines and deliverables
  - Give due regard to established roles and authorities
  - Consult multiple perspectives and constituencies
  - Show and tell process

# Faculty Handbook Committee

**President's Charge to the Committee:** lead a transparent process for updating the *Faculty Handbook*, consistent with the Board's September 2023 charge. Identify goals for revision from key constituencies, establish and publish a scope of work, then seek approval for changes and craft language per those approvals. Complete work by Fall 2024.

Adam Gershowitz, Chair. Law

Chon Abraham, Business, Personnel Policy Committee (PPC)

David Armstrong A&S, Faculty Assembly (FA), Faculty representative to the BOV

Pam Eddy, Provost office, Education, PPC

Jack Martin, A&S, PPC

Alan Meese, Law, former FA President

Linda Schaffner, VIMS, FA

Phil Wagner, Business, Title IX Coordinating Committee, Clinical Professor

Jay Watkins, A&S, Teaching Professor

*Ex officio* and non-voting: Carrie Nee, University Counsel; Human Resources representative

*Staff:* AVP assistant; *Tech support:* IT lead

# Scope of Work

## Scope of Work

To be established by the committee in December 2023, after an open call for suggestions and incorporating the Board's charge. The committee's initial scope of work will be published in January 2024.

## Preliminary Approvals

Any process approvals that reviewing parties may require for the committee to work in an expeditious and transparent way.

E.g.: “In this revision process, changes to Section II and III will follow a common approval sequence: PPC → FA as specified in the current *Handbook*, then FA → Provost → President → Board for Sections II and III.”

# Timeline of Work

## Fall 2023

### Charge and Open Call for Inputs

- ✓ BOV charge
- ✓ Committee appointed by the president after consultation with FA
- Open call for proposed changes
- Scope of Work established by committee and published

*Inputs invited from:*

- PPC, FA
- University Counsel
- Provost’s Office staff
- Deans and staff
- All faculty

## Spring 2024

### Voting Phase

The committee will post its Scope of Work, noting progress in regular updates. The committee will post concepts for changes at minimum four weeks in advance of votes by PPC and FA, to make them available for comment before those votes. The committee will then seek approval for the changes as follows: votes by PPC → votes by FA.

The Provost will monitor progress and update the BOV in the Committee on Academic Affairs at regular intervals.

## Fall 2024

### Final Approvals

The Committee will seek final approvals for the full document, which will be posted in advance of voting by:

- PPC
- FA
- Provost
- President
- Board

NOTE: *University Counsel has final approval of all language with respect to matters of law.*

## Spring 2025

### Implementation

A "Parking Lot" of implementation tasks will be established during revisions, to be implemented by Spring 2025 at the latest.

The new Handbook will take effect on a specified date in 2025.