

To: The Board of Visitors  
From: The Faculty Handbook Working Group  
Date: November 4, 2024  
Re: Submission of Proposed Changes to the Faculty Handbook

The Working Group is delighted to submit to the Board of Visitors proposed changes to the Faculty Handbook, consistent with the Board's 2023 charge. We include below a summary of charges and changes implemented – plus a short list of further recommended actions outside the scope of the Committee's work. Attached please find a redline and a clean copy of the Faculty Handbook that reflects the proposed revisions. Members of the Working Group look forward to discussing our work at the November meeting of the Board's Committee on Academic Affairs.

Background. In 2023, the Board of Visitors charged the President with updating the Faculty Handbook, with specific updates to be completed by November 2024. President Rowe appointed a Working Group in October 2023, which began work in November 2023.

Process. In addition to considering specific areas of revision proposed by the Board of Visitors, the Working Group held listening sessions at each of the schools, as well as with key administrative departments around campus. The Working Group established a Scope of Work that included nine categories of revisions, which are described in detail below. Six are revisions stipulated by the Board of Visitors. Three were added to the Scope of Work at the request of the University Counsel's Office, the Personnel Policy Committee, and the Handbook Working Group.

In drafting revisions, the Handbook Working Group consulted extensively with President Rowe, Provost Agouris, the Personnel Policy Committee, the Faculty Assembly, and other key constituents around campus. The proposed revisions have followed the amendment process specified in Section III.K of the Faculty Handbook. Specifically, the revisions have been approved by the Personnel Policy Committee (chaired by Provost Agouris), the Faculty Assembly, and President Rowe.

Next Steps. We now present the proposed revisions to the Board of Visitors to request its approval. While we are seeking approval in November 2024 as the Board requested, we suggest that the changes be made effective on July 1, 2025. This time frame will allow Schools to update their own policies accordingly. Those policies would in turn be presented for approval at the Board's September 2025 meeting. Additional areas for work were also identified that will advance per usual internal review process, as detailed in the final page of this memo.

Adam Gershowitz (Law), Chair  
Chon Abraham (Business)  
David Armstrong (A&S)  
Brian Baines (HR), ex officio  
Pamela Eddy (Education; Associate Provost for Faculty Affairs)  
Jack Martin (A&S)  
Alan Meese (Law)  
Carrie Nee (University Counsel), ex officio  
Linda Schaffner (VIMS)  
Phil Wagner (Business)  
Jay Watkins (A&S)

## Summary of Revisions to the Faculty Handbook, November 2024

Topic	Source of Change	Purpose of Change	Handbook Committee	Personnel Policy Committee	Faculty Assembly
1. Delegation of Authority to Deans	BOV charge	Create new role definition	Completed	Approved	Approved
2. Make Handbook Apply at School Level (Not Dept/Chair level)	BOV charge	Standardize language to "Deans and designees"	Completed	Approved	Approved
3. Preamble	BOV charge	Explain the purpose of the Handbook and its source of authority in BOV By Laws; Remove Statement of Rights & Responsibilities;	Completed	Approved	Approved
4. Appointments Section (including NTE Status)	BOV charge	Excise contract language per BOV charge. Clarify and organize.	Completed	Approved	Approved
5. School of Computing, Data Science, and Physics	BOV charge	Add new school to ensure full participation in faculty governance processes	Completed	Approved	Approved
6. Leaves of Absence	BOV Charge and Compliance office	Simplify and make evergreen by pointing to relevant Provost and HR policies	Completed	Approved	Approved
7. Emeritus Status	Counsel's Office	Clarify role: Emeriti are not employees	Completed	Approved	Approved
8. Personnel Policy Committee & Procedural Review Committee Procedures	Personnel Policy Committee	Simplify and clarify process	Completed	Approved	Approved
9. Standard for reconsideration by Provost of negative decision on retention / tenure / promotion	Handbook Working Group	Clarify standard	Completed	Approved	Approved

**Future Work (Beyond the scope of the Board's 2023 charge)**

<b>Topic</b>	<b>Requested By</b>	<b>Purpose of Change</b>	<b>Pending Actions</b>
Termination of Appointment Due to Medical Reasons, Sec. III.H	Compliance Office	Comply with current law; ensure privacy with respect to medical status	University policy has been updated to include a Fitness for Duty policy (FFD). Application of FFD to faculty situations should be refined to reflect the specifics of faculty work. The provost will convene a small group for this purpose. Replacement language for Section III.H will be drafted to include reference to compliance with the Americans with Disability Act and a related Fitness for Duty Policy. This language and a new Section III.H will run through the usual approval process (PPC → FA → Provost / President). It will be submitted to the BOV for approval at the February meeting.
Title IX Policies	Handbook Working Group	Not currently in Handbook.	New federal regulations have been enjoined by a federal court. As a result, W&M policy revisions are still in progress and the Handbook cannot be updated until policy revisions are complete.
Faculty Hearing Committee sections	Compliance Office	Streamline and clarify process	Relates to procedure for Title IX Policies. New federal regulations have been enjoined and W&M policy revisions are still in progress.