III. B. APPOINTMENT CATEGORIES AND CONTRACTS AND NOTICES

All appointments incorporate, and are subject to, the policies of the Board of Visitors. All appointments require approval of the Board of Visitors.

1. Faculty Position Categories.

Although differences in mission and organization among the several faculties of the College necessitate variations in procedures, the College recognizes the fundamental principle that both faculty members and administrative officers should participate in the recruitment and appointment of faculty. All tenure eligible and tenured appointments must be made in either a department or School; however, faculty members may hold one or more joint appointments with another program, department, or School (see “Policy on Joint Appointments”).

The College of William and Mary is an equal opportunity employer (see the College’s Affirmative Action Plan, currently under revision). The College recruits, appoints, retains and promotes faculty members in accordance with all federal and state non-discrimination laws and regulations, and with the College’s Discrimination and Affirmative Action Policies. Failure to comply with federal and state non-discrimination laws and regulations shall be handled in accordance with provisions in the Faculty Handbook Sections III.C.1.d.1. and III.F.2.

Definitions: All William & Mary instructional faculty positions fall into one of the categories listed in this section, and all individuals who instruct any for-credit course or activity at the College must have an appointment within one of these categories:

a. Tenured and tenure-eligible (TE) faculty positions

b. Non-Tenure Eligible (NTE) faculty positions. NTE faculty include all faculty who do not qualify for tenure. NTE faculty positions fall within the following categories:

1) Full-Time Continuing NTE positions have no term limit and hold a presumption of continuation.

2) Full-Time Specified-term NTE positions are NTE positions that terminate on the date specified in the contract and hold no presumption of continuation.

3) Part-time NTE faculty are faculty who are paid by the course or for specific contracted services; they normally do not receive benefits. Part-time NTE position Part-time NTE positions may be designated as either continuing or specified-term.

4) Post-doctoral fellows hold specified-term appointments as defined in and subject to the conditions of [...] above, except that the appointments may be either full- or part-time.
5) Retired faculty

6) Affiliated scholars designated under the Affiliated Scholars program hold academic credentials equivalent to those of William and Mary faculty. This designation carries no salary, university duties, or expectation of university support. (for more information, see “Affiliated Scholars Program.”)

2. Creating and Filling Faculty Positions

a. Tenured and Tenure-Eligible faculty.

The College of William and Mary accepts the principle of tenure and adheres to it as a moral, professional, and legal obligation. Tenured faculty members are those persons who have been affirmatively confirmed in such status by action of the Board of Visitors on recommendation of the President subsequent to appropriate peer and administrative review. Tenure-eligible appointments must carry one of the following titles: Instructor, Assistant Professor, Associate Professor, or Professor. Tenured appointments must carry one of the following titles: Associate Professor, Professor.

An appointment with tenure may be terminated by the College only for adequate cause (see Section III.B.2.d.).

Faculty who hold tenure-eligible probationary appointments may be considered for tenure under the provisions of Section III.C.1.b.ii. These probationary faculty appointments may be terminated at the end of any contract period following the standards defined in III.C.1 and the procedures defined in Section III.B.2.a.

A faculty member holding a tenured or tenure-eligible appointment at the College of William and Mary shall not hold a tenured position at any other college, university, or institution of higher learning. The Provost may make an exception when an individual is sufficiently distinguished to make such an appointment beneficial to the College. The Provost shall report to the Faculty Assembly when any such appointments are made.

b. NTE faculty.

1) Establishment of NTE Faculty Positions The dean of each school establishes NTE faculty positions in consultation with the appropriate faculty body in light of course-coverage demands and budgets. NTE positions must carry one of the following titles:

Instructor, Lecturer, Senior Lecturer, Post-doctoral Fellow, Assistant Professor, Associate Professor, or Professor.¹

¹ Normally, all NTE positions carrying the title “Assistant Professor,” “Associate Professor,” or “Professor” must be modified (e.g., by “Visiting”) except as approved by the Provost.
For full-time NTE faculty, this title may be modified, as appropriate, with “Research,” “Clinical,” “Visiting,” “Executive,” or “of the Practice.”

For part-time faculty, this title may be modified by “part-time,” “adjunct,” “visiting,” “executive,” or “of the practice.”

2) Recruitment, Evaluation and Retention of NTE Faculty

a. Application of College Policies Generally

i. Recruitment and hiring of NTE faculty shall be in accordance with College procedures, which are available through the Office of Equal Opportunity.

ii. NTE faculty must possess the professional education, experience, and degrees appropriate or necessary for their duties; in addition, they must meet whichever of the following criteria are appropriate to their appointment, as specified in the individual's appointment contract: conscientious and effective teaching with proper command of the material of their fields, and helpfulness to their students; and/or contributions to their fields through research, scholarly, and/or creative activity, and/or through professional service.

b. School-Specific Policies

The tenure-track faculty of each school will establish procedures for the recruitment, evaluation, and retention of NTE faculty members. These procedures shall be submitted for approval to the Procedural Review and Personnel Policy committees. School-specific procedures shall:

i. provide for determinations of whether a given NTE appointment is specified-term or continuing;

ii. provide a role for both the dean and the tenure-track faculty members of the employing unit in the formal processes for recruitment via open searches (and will stipulate policies, in addition to the pertinent College policies, for abrogating the open-search requirement);

iii. provide a role for both the dean and the tenure-track faculty members of the employing unit in the formal processes for evaluation of NTE faculty against appropriate standards;

iv. provide a role for both the dean and the tenure-track faculty members of the employing unit in the formal processes for promotion of NTE faculty;
v. indicate the voting rights and allowed service/governance roles of NTE faculty. These voting rights must exclude involvement in matters related to tenured and tenure-eligible faculty appointments, retention, promotion, and tenure.

c. Evaluation of NTE faculty. An individual appointed to an NTE position undergoes evaluation and may be promoted in accordance with procedures established by the school, the department or the College in accordance with b.3.C.2 and b.3.C.3 below.

d. A person in an NTE position may receive a tenure-eligible or tenured appointment only as a result of a search consistent with Handbook III.B.1.

e. Each fall the Provost shall submit to the Faculty Assembly a report on specified-term appointments. That report shall include information (provided in such a way that no individual may be identified) on teaching loads, salary ranges, the provision of benefits to those having such appointments, and other relevant financial and instructional information. During the fall semester, the Faculty Assembly, or its designated university-wide committee(s), shall review the report to determine whether the conditions pertaining to such appointments are equitable and whether the appointments are in compliance with the Faculty Handbook, and report its recommendations to the Provost.

3. Retired faculty

a. Emeritus Faculty. Retired tenured faculty may be awarded “emeritus” status (see III.C.1.e.).

b. Retirement Transition. Retired faculty members with at least ten years of full-time service at the College may, with the approval of the appropriate program director, department chair, and/or Dean and of the Provost, be eligible for re-employment with reduced responsibility. For all the terms of these appointments, see “Faculty Retirement and Return to Work Policy.”

Contracts and Notice [insert from 21-22 Faculty Handbook]