

Orientation for New Professionals and Professional Faculty
at the College of William and Mary
4/2/2010

Welcome!

Welcome to the College of William and Mary (W&M)! You've joined the ranks of approximately 450 Professionals and Professional Faculty members. This document, developed by the Professionals and Professional Faculty Assembly (PPFA), provides a very brief introduction to what it means to be a W&M Professional or Professional Faculty member and to the PPFA.

Definition

At W&M, there are four broad categories of employees: Instructional Faculty, Executive Employees, Professionals and Professional Faculty, and Operational/Classified/Hourly Employees. Unique personnel policies exist for each of these categories. There are also grant-funded positions and other temporary positions that may have policies ties to the funding institutions or companies.

Employees designated as "Professionals and Professional Faculty" are defined by the Classification Policy in the W&M Administrative Policy and Procedures Manual as "full- and part-time administrative, technical, academic, clinical, and research positions" whose "primary responsibilities [include] implementing and managing the strategic direction of the College." The Professionals and Professional Faculty category "includes employees in recognized professional areas requiring advanced formal study and/or specialized experience."

Details are in the Professionals and Professional Faculty Handbook:
<http://www.wm.edu/sites/proffaculty/currentpolicies/ppfhandbook/index.php>

Professionals and Professional Faculty Positions

W&M's Professionals and Professional Faculty work on the main (Williamsburg), Virginia Institute of Marine Sciences (VIMS), and Washington, D.C., campuses in almost every department as: assistant/associate deans in student affairs, admission, and registrar; academic and career services advisors; coaches; counselors; development officers; librarians; researchers; and many more. Please visit the Professionals and Professional Faculty Assembly's webpage (<http://www.wm.edu/sites/proffaculty>) for lists of W&M Professionals and Professional Faculty.

Policies

Policies related to W&M's Professionals and Professional Faculty are covered in the Professionals and Professional Faculty Handbook:
<http://www.wm.edu/sites/proffaculty/currentpolicies/ppfhandbook/index.php>

Reporting Structure and Hiring/Contracts/Evaluations

- Professionals and Professional Faculty report through their own departments for day-to-day work assignments and supervision.
- For hiring, appointments, contracts, grievances, evaluations, and related personnel matters, all Professionals and Professional Faculty report through W&M's Provost's Office: <http://www.wm.edu/about/administration/provost>

Human Resources, Equal Employment Opportunity, & Ombuds

- W&M's Human Resources manages the pay period timesheets, leave balances, paychecks, benefits, and other personnel procedures for all William and Mary employees. Please see <http://www.wm.edu/offices/hr> for benefits details for current employees.
- W&M's Equal Employment Opportunity office (<http://www.wm.edu/offices/eo>) and W&M Ombuds office (<http://www.wm.edu/offices/ombuds/index.php>) also provide Professionals and Professional Faculty with answers to employment questions.

Staff Training and Development

- W&M encourages all employees to obtain the training they need for their jobs and for career advancement. W&M's Human Resources, professional organizations, and employees' departments offer many training opportunities.
- If you have suggestions for training that would benefit all Professionals and Professional Faculty, please contact the Professionals and Professional Faculty Assembly: <http://www.wm.edu/sites/proffaculty/governance/assemblymembers/index.php>

Professionals and Professional Faculty Assembly (PPFA)

In September 2008, W&M's Board of Visitors approved the establishment of a Professionals and Professional Faculty Assembly (PPFA). The assembly was organized to serve as an advisory body to the College for issues related to Professionals and Professional Faculty and to provide opportunities for Professionals and Professional Faculty to contribute more effectively to the general welfare of the College.

The PPFA is an elected body of 21 members, representative of all Professionals and Professional Faculty, which meets regularly to:

- Work with colleagues in College administration, instructional faculty, and operational employees to develop knowledge of College-wide issues, policies, and priorities and to make recommendations.
- Identify, review, and research issues and policies affecting Professionals and Professional Faculty; make recommendations to College administration.
- Make recommendations to College administration regarding appointments of Professionals and Professional Faculty to College-wide committees.
- Work with Human Resources and other trainers to identify and implement training to improve work-life issues for Professionals and Professional Faculty.

The PPFA has:

- Monthly meetings open to the public.
- General meetings of all Professionals and Professional Faculty approximately twice a year or as needed.
- A website where its Constitution and Bylaws, members and officers, meeting minutes, committees, goals, history, etc., can be found: <http://www.wm.edu/sites/proffaculty>.
- A listserv to communicate with all Professionals and Professional Faculty. All current Professionals and Professional Faculty are automatically subscribed: proffaculty-l@wm.edu.

Become Involved!

W&M's Professionals and Professional Faculty bring tremendous expertise and enthusiasm to their jobs and to the College. Sharing that expertise and enthusiasm across departments strengthens individuals, departments, and W&M.

There are many ways to become involved at W&M: committees, special projects, and the Professionals and Professional Faculty Assembly. Please contact any of the Professionals and Professional Faculty Assembly's officers for more information:

<http://www.wm.edu/sites/proffaculty/governance/assemblymembers/index.php>

*This orientation guide was produced by the Professionals & Professional Faculty Assembly
College of William and Mary*