



The College of
WILLIAM & MARY

Arts & Sciences, Office of the Dean

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September 15, 2010

TO: Chairs and Directors in Arts & Sciences

FROM: Carl Strikwerda, Dean of Arts & Sciences

RE: Certification of new TE faculty members' terminal degree

Provost Halleran has informed the deans that, beginning with contracts offered for the 2011-12 academic year, all new tenure eligible faculty members, in order to receive a contract for a tenure eligible position, must certify that they have received their terminal degree or that they will have completed all requirements for the degree by the time they begin employment as tenure eligible faculty members at the College. In the past, we have hired TE faculty members without terminal degrees as "Instructors" but have still automatically counted their year or years without the terminal degree towards their six year probationary period and not imposed deadlines for the completion of the degree. We have also allowed a signed letter from the doctoral advisor after the dissertation defense to serve as documentation of a degree.

The following is the procedure we will now follow:

1. Our letter of intent will inform the candidate that she/he must have their graduate institution provide documentation of their terminal degree, or the candidate must commit to having completed all requirements by the time they begin employment, in order to receive a formal contract.
2. Documentation will consist of a transcript showing completion of all degree requirements. If there is a legitimate reason why a transcript is not available, the Dean will decide if the following may be accepted:
 - a. A certified copy of the degree.
 - b. A letter from the Registrar indicating that all degree requirements have been met.
3. If the candidate begins employment without having completed all degree requirements, he/she will be given a terminal, one-year non tenure eligible contract as an Instructor. This will be done retroactively if the candidate commits to finishing the degree by the time of employment and fails to do so.

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4. A tenure-eligible contract for the following year will be given during the course of the academic year while serving as an instructor if certification of completion of degree requirements is provided as in 2 above. If a tenure-eligible contract is granted, the probationary period will retroactively begin, as it currently does, with the beginning of the initial year of appointment, in this case, as Instructor.
5. If certification of degree is not provided, the Instructor would not continue beyond the first year.
6. Exceptions to this policy must be requested by the department and approved by the Dean and Provost. In the case of exceptions, strict timelines will be given by the Dean for the completion of the degree.

If you have questions, please let me know.

c: Margaret Fonner
Kathy Morgan
Dean Teresa Longo
Dean Sue Peterson
Dean Laurie Sanderson
Dean Joel Schwartz
Provost Michael Halleran