

Minutes of the Meeting of the Faculty of Arts and Sciences  
The College of William and Mary

October 6, 1998 Millington, 150

The meeting was called to order at 3:34 p.m., Dean P. Geoffrey Feiss, presiding.

I. Minutes of the Last Meeting

The minutes of the September 1, 1998 meeting were approved as submitted.

II. Reports of Administrative Officers

Dean Feiss reported that Provost Cell is out of town. Randy Coleman reminded the faculty that we have received information regarding midsemester reporting; we should call him with any questions. Feiss updated the faculty on the status of the Non-Academic Leave Policy. This document has been through various revisions since we last saw it; the current document is brought to the Arts and Sciences faculty for discussion only. Provost Cell will take the document to the Faculty Assembly; if it is approved by a two-thirds majority of the assembly it will go to President Sullivan for approval. The four types of non-academic leave outlined in the document are: 1) Paid disability leave: provides up to 120 days/year of paid leave for illnesses or injuries, including disabilities due to pregnancy. 2) Paid dependent care leave: allows faculty to use the 120 days of paid leave to care for an ill or injured family member, for children under age one, or for newly adopted children under age seven. 3) Unpaid disability/family care leave: if the 120 days of paid leave are exhausted the amount of unpaid leave may be negotiated, but faculty are entitled to up to twelve weeks each year. 4) Unpaid parental care leave: provides up to one full semester of unpaid leave to care for a child under age seven. Reduced responsibility contracts may also be negotiated. Untenured faculty using more than 120 days of leave in any consecutive two-year period may extend their probationary period by one year.

Discussion clarified that replacements for faculty members on disability will be negotiated among the chair, dean, and provost. The policy does not provide for parents who are caring for infants and young children but who do not take leave to extend their probationary periods. However, precedent exists for an extension being given in this circumstance.

III. Report of Faculty Affairs Committee

David Dessler presented the remaining emendations of the Faculty Manual. In section I., Introduction, a friendly amendment was accepted adding the word "official" to the last sentence ("and official departmental and program policies . . ."). In section II.6., Student Course Evaluations, it was observed that if we adhere to the policy of not seeing the evaluations until final grades are recorded, then the

evaluations do not need to be filled out anonymously. "Non-anonymous" evaluations could be useful in research, particularly research geared to improving the evaluation process. It was pointed out that it is hypothetically permissible for departments to use non-anonymous comment sheets, provided the professor does not see the results prior to turning in grades. Don Baxter moved that student evaluations be taken anonymously. Dean Feiss raised the question of whether the Faculty Manual was the best medium through which to establish such a policy. An apparent consensus affirmed that current practice in all departments is to conduct evaluations anonymously. Departments wishing to change their policies must use the established procedures. David Lutzer moved that the motion be referred to FAC, to draft language stipulating that evaluations be conducted anonymously. The motion to refer was defeated. The original motion was amended to the effect that the sentence beginning "Evaluation forms" should read: "Evaluation forms, which must be unsigned, shall be collected and tabulated . . . ." It was observed that although the evaluation forms are themselves in need of evaluation, FAC is currently engaged in this project. After continued discussion weighing the importance of good data collection versus the importance of anonymity, the question was called. The motion failed by voice vote.

In regard to section II.7.b., Preparing and Administering Examinations, the sections citing Honor Council policy have been removed, as FAC has found that the Honor Council does not require these policies. Sections I, II.5, 6, and 7.b. were approved by unanimous voice vote. Dessler pointed out that the current document includes several instances in which "should" has been changed to "shall," indicating procedures that faculty members are obliged to follow. The changes of "should" to "shall" indicated in the current draft were approved by voice vote. The entire Faculty Manual was then approved by voice vote. The gratitude of the faculty was conveyed to those who have labored long in compiling and systematizing this document.

#### IV. Nominations and Elections

Gene Tracy presented the following slate of nominees, which was approved without further nominations from the floor:

Retention, Promotion, and Tenure (one-year replacement)

X Bob Archibald (Econ)

Kate Slevin (Soc)

Faculty Assembly

X Scott Nelson (Hist)

Yana Rodgers (Econ)

X Margaret Saha (Bio)

Hugo Woerdeman (Math)

Candidates whose names are marked with "X" were elected.

Tracy then introduced a reconsideration of our policy of discounting incomplete ballots.

The policy is not in the bylaws and is contrary to parliamentary procedure. Moreover, it forces some faculty members to choose between candidates they do not know if they wish to vote at all. A straw vote showed unanimous support for allowing valid, incomplete ballots.

#### V. Retention, Promotion, and Tenure Committee

Richard Kiefer presented the committee's report for 1997. Of fourteen tenure cases considered by the committee in the fall, the committee affirmed the department's recommendation of tenure in thirteen; the dean later sent on positive recommendations for all fourteen based on additional evidence. In one case the committee recommended tenure without promotion, but the dean recommended both tenure and promotion. Two tenure cases came before the committee in the spring; the committee supported both. Four cases for promotion to full professor were all supported by the committee. One midprobationary review came before the committee. The committee concurred with the department's report, which did not urge either retention or termination; the dean recommended a terminal contract. In response to the question of how the provost responded, Kiefer replied that the committee was not informed. Decisions are made by the board, who make those decisions public. Some faculty members expressed the hope that the dean would pass on the provost's responses to the committee. In response to the question of whether a department could recommend someone for tenure but not promotion, the answer was yes. Discussion turned to problems arising from the lack of confidentiality for external reviewers, but no viable solutions were found.

As no old or new business was brought forward, the meeting was adjourned at 4:59 p.m.

Respectfully submitted,

Julie Galambush

Assistant Professor of Religion