

**MINUTES**  
**Faculty of Arts & Sciences**  
**April 5, 2016**  
**Tidewater A, Sadler Center**

*Dean Kate Conley opened the meeting at 3:35 PM.*  
*Attendance at the start of the meeting: 71.*

**I. Minutes of the Last Meeting**

The minutes for the meeting of the Faculty on March 1, 2016, were **approved** unanimously by voice vote:  
<http://www.wm.edu/as/facultyresources/fas/minutes/index.php>

**II. Report from Administrative Officers**

a. Provost Michael Halleran

- Announced that the College has been successfully re-accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Reported that the Board of Visitors will consider a resolution that would allow the College to opt out of the Optional Retirement Plan offered by the Virginia Retirement System. If the Board accepts this resolution, it would only allow the College to opt out; the Board's acceptance would not commit the College to do so.
- Reminded the Faculty that the General Assembly has approved funding for three new buildings on campus and funding for graduate student support, as well as a 3% cap on faculty salary increases. The Provost explained that he plans to take the internal reallocation money out of the 3% and give it back to the Dean for salary increases.
- Announced that at the upcoming meeting of the FAS in May he will provide an update on William & Mary faculty salaries as compared to peer institutions.
- As he needed to leave the FAS meeting early in order to speak to a class, Provost Halleran addressed the Faculty Affairs Committee's pre-circulated statement about standards for tenure and promotion (see below item III: Report from Faculty Affairs Committee). He spoke in favor of the FAC's prepared statement and emphasized that over the past five years 94% of tenure cases have been granted tenure and 97% of promotion cases have been granted promotion at the College. At the request of Leisa Meyer (History) and Barbette Spaeth (Classical Studies), the Provost agreed to provide at a future FAS meeting the tenure and promotion percentages within Arts & Sciences, specifically, and to break down those figures by gender. The Provost also emphasized that the Faculty Handbook allows for interpretive debates to be resolved by the Provost, the Personnel Policy Committee, and the Office of University Council.

b. Dean Kate Conley

- Reported that the International Studies Advisory Committee has now reconvened and their bylaws are posted online:

<http://www.wm.edu/as/facultyresources/committees/international/documents/isacbylaws-2016.pdf>

- Announced that the Diversity Plan is now posted online:  
<http://www.wm.edu/as/facultyresources/fas/documents/other/2016-as-diversity-plan.pdf>  
Dean Conley also explained that a new Arts & Sciences Diversity Council will soon be formed.
- Thanked the first cohort of fellows of the Center for the Liberal Arts and reminded the Faculty that six new fellows will be announced soon.
- Announced that Arts & Sciences have already received a total of \$71 million in the current campaign, including in 2016: a \$1.2 million bequest to provide needs-based scholarships for students; a \$100,000 endowment based in the Department of Sociology that will support research and fieldwork in the area of social justice; and \$8,000 raised by University Advancement for science instrumentation in the Integrated Science Center.
- Gave 2016 Faculty Governance Awards to Bill Cooke (Physics) and Nick Popper (History) and 2016 Faculty Awards for Teaching Excellence to Cheryl Dickter (Psychology), Artisia Green (Theatre & Africana Studies), and Amy Quark (Sociology).

### III. Report from Faculty Affairs Committee

Mike Deschenes (Kinesiology) reported that: the FAC will soon share a final version of the document they drafted with feedback from the Council of Chairs and Program Directors (CCPD) about best practices for the Retention, Promotion, and Tenure Committee (RPT); Elizabeth Barnes (English & American Studies) spoke to the FAC about the St Andrew's programme; a list of openings will soon be distributed for both College-wide committees and Arts & Sciences committees; Bill Cooke (Physics) spoke to the FAC on behalf of the ad hoc committee to assess teaching evaluations; and a final draft of that committee's report will be presented at the beginning of the Fall 2016 semester. Mike also announced that a list of potential mentors for those considering promotion to Full Professor would soon be posted online on the RPT's webpage: <http://www.wm.edu/as/faculty/resources/committees/rpt/index.php>

Mike then opened discussion of the following resolution that had been passed during the December 1, 2015, Faculty of Arts & Sciences meeting:

*“Resolved, that the Faculty of Arts and Sciences asks the Faculty Affairs Committee to report to the Faculty at its February 2016 meeting and to clarify and affirm in a Faculty resolution what standards alone are proper for consideration in tenure and promotion cases.”*

In response to the resolution above, the Faculty Affairs Committee offered the following statement that they had drafted on February 4<sup>th</sup>, 2016 (a statement whose discussion was postponed at the March 1, 2016, FAS meeting):

*“The standards that are to be used when reviewing each dossier submitted for tenure and promotion are the standards that originate in the department and/or program of the candidate for tenure and/or promotion. These department and program standards are the only standards for tenure and promotion that have been reviewed and approved by the Personnel Policy Committee and the Procedural Review Committee.*

*The content that these standards are applied to include the candidate’s CV and narrative, the outside evaluators’ letters documenting scholarly/creative activity, student course evaluations, and any other documentation the candidate wishes to include. As the dossier moves through each phase of the process, this content will be reviewed anew in relation to the department/program standards. Additional content will be added during each phase of the process including the department/program’s committee report(s), the Chair/Director letter(s), the College-wide RPT committee report, the Dean’s letter, and the Provost’s letter.*

*The FAC recommends that the Dean and CCPD communicate the following to departments and faculty:*

- 1. We suggest that each department/program provide a copy of their standards to each new faculty member.*
- 2. We suggest that departments/programs review their standards collectively at regular intervals to maintain the clarity of their intent. In particular we recommend that a standards review take place as part of every external department/program review.*
- 3. We suggest that a copy of each department/program’s standards for tenure and promotion be included within each dossier.*
- 4. We suggest the Faculty of Arts & Sciences develop a list of names of faculty willing to serve as mentors on an informal basis to any faculty member preparing to submit a dossier for promotion to full professor. Ideally the faculty on this list would have served on RPT within the previous five years.”*

Bob Archibald (Economics) suggested that the FAC change the phrase “College-wide RPT” to read instead “Arts & Sciences-wide RPT.” Terry Meyers (English) then introduced the following pre-circulated statement endorsing the FAC’s proposal:

*“Recognizing that no language in the Faculty Handbook authorizes tenure or promotion standards at each reviewing level other than those of a candidate’s department and/or program as approved by the Procedural Review Committee*

*and the Personnel Policy Committee, the Faculty of Arts and Sciences endorses the February 4, 2016, statement by the Faculty Affairs Committee.”*

Terry then emphasized the significance of the phrase, “at each reviewing level,” in his proposal. After lengthy discussion, the FAS then **passed** by voice vote a motion to approve Terry Meyer’s statement endorsing the FAC proposal quoted above.

#### **IV. Report from Nominations and Elections Committee**

Amy Oakes (Government) announced the following candidates for election:

1) For a three-year term beginning 2016-2017 on the Committee on Degrees, representing Area III:

Randolph Coleman (Chemistry)  
Irina Novikova (Physics)

2) For a three-year term beginning 2016-2017 on the Committee on Academic Status, representing Area I:

Melanie Dawson (English)  
Gayle Murchison (Music)

3) For a three-year term beginning 2016-2017 on the Committee on Academic Status, representing Area III:

James Kaste (Geology)  
Michael Kordosky (Physics)

There were no nominations from the floor.

#### **V. Motions from Educational Policy Committee**

Bill Hutton (Classical Studies) presented the following motions on behalf of the Educational Policy Committee:

Motion 1: A motion to establish a new minor in Native Studies in the Department of Anthropology.

Motion 1 **passed** unanimously by voice vote.

Motion 2: A motion to amend the catalogue language relating to courses taken pass/fail.

Current Catalogue language:

*“Courses taken on a Pass/Fail basis may not be used to satisfy general education (GER or COLL), proficiency, minor or major requirements, except where courses*

*have been designated Pass/Fail by the College, such as physical activity courses in the Department of Kinesiology.”*

Proposed amendment (new language underlined):

*“Courses taken on a Pass/Fail basis may not be used to satisfy general education (GER or COLL), proficiency, minor or major requirements (including electives that are counted toward major and minor requirements), except where courses have been designated Pass/Fail by the College, such as physical activity courses in the Department of Kinesiology.”*

Motion 2 **passed** unanimously by voice vote.

Motion 3: A motion to amend EPC’s policies and procedures regarding the approval of courses that are ‘delinked’ (i.e. that offer more credit hours than contact hours).

The new language would read as follows:

*“Rules for Delinking Credit hours and Contact Hours*

*Within Arts and Sciences, the Educational Policy Committee is responsible for monitoring credit hours in undergraduate courses. According to W&M’s Academic Credit Hour Policy, one credit hour is ‘an amount of work represented in intended learning outcomes and verified by evidence of student achievement’ that approximates one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks.*

*In most traditional courses, one credit hour is equivalent to one contact hour (one hour of direct, face-to-face instruction in the same room). Well-known exceptions include independent studies, honors courses, and internships, which generally involve more independent student work. The Faculty of Arts and Sciences has also approved COLL 100 and COLL 150 courses as ‘delinked’ courses: these courses normally meet for only three hours per week, but students receive four credits as compensation for greater expectations in writing assignments and presentations.*

*Credit hours in all other courses generally correspond to contact hours. When departments or programs propose to offer other ‘delinked’ courses (courses where students receive credit that exceeds the number of contact hours), they must gain approval from EPC. This also applies to courses that replace face-to-face contact with alternative modalities (e.g., online courses, hybrid courses, and other distance courses).*

*EPC will accept proposals from chairs and directors through Curriculog for ‘delinked’ courses. Proposals must include a syllabus and should explain why the department or program supports this manner of teaching a non-traditional reckoning of credit hours is necessary for this course. An acceptable course proposal must show one or more of the following:*

- *that the course involves instructor-student interaction outside the classroom that will be an integral part of the proposed course and have sufficient educational value to substitute for class time.*
- *that the special nature of the skills to be taught in the proposed course is such that students will clearly benefit from alternative modes of instruction. This may include labs, performances, forums, service projects, and online activities that stand in place of class time. In such cases, it may be difficult to decide whether the activity should be considered class time or homework: To qualify as class time, there must be additional assignments (written reports, readings etc.) involving the activity amounting to two hours per week for each hour of class time replaced.*
- *that the work required in the course significantly exceeds that found in comparable courses with the same number of contact hours. In accordance with W&M's Academic Credit Hour Policy, a three-credit course is expected to have six hours of readings and homework per week. Four credits may be justified for a course that requires eight hours of assignments per week. The course proposal should explain the number and types of projects students will undertake and the way these will be evaluated. Faculty should generally expect to confer formally with individual students several times as needed over the course of the semester to assess their progress.*

*Proposals for courses with substantial online components (20% or more of class time) must undergo a different process of approval. Consult the EPC for more information.”*

Suzanne Raitt (English) proposed to amend Motion 3 so that the phrase “this manner of teaching a non-traditional reckoning of credit hours is necessary for this course” would read instead “delinking for this course.” Suzanne’s motion to amend Motion 3 **passed** unanimously by voice vote.

Motion 3 then **passed** unanimously by voice vote.

Detailed rationales and other explanatory appendices for the EPC’s motions can be viewed online at:

<http://www.wm.edu/as/facultyresources/committees/educationalpolicy/documents/epc-motions-4-5-16.pdf>

*The meeting was adjourned at 4:52 PM.*

Respectfully submitted,  
 Jeremy Pope (History, [jwpope@wm.edu](mailto:jwpope@wm.edu))  
 Secretary to the Faculty of Arts and Sciences