

MINUTES
Faculty of Arts & Sciences
March 12, 2019, 3:30 – 5:00 pm
Tucker 127A

Dean Kate Conley opened the meeting at 3:31 PM.

Attendance at the start of the meeting: 30.

- I. Approval of minutes from meeting of faculty on February 5th, 2018 - <https://www.wm.edu/as/facultyresources/fas/minutes/20190205.pdf> with a correction made, as indicated by Marc Sher (Physics).

- II. Report from Administrative Officers
 - a. Provost Michael Halleran
 - i. The parameters for the university budget were set during the General Assembly session in Richmond. These items have been put forth, but the Governor has not yet signed the legislation. It is expected that he will.
 1. With regards to salaries, the budget includes a 3% raise for faculty, effective in the next academic year. Staff have an increase of 2.75%. A merit pool of 2.25% to be distributed on the basis of merit. This has not been part of the classified system. This is what has been approved by the legislature, pending the Governor's signature. It is not yet clear what the university will do over and above this amount.
 2. The General Assembly approved \$575K for positions in Data Science. We had requested \$900K. This is imagined as three positions. The Provost indicated that it is not a thought of allocating in advance, rather a way to hire the best people. This is an item that he will be discussing with the Dean.
 - ii. With regards to tuition, the student debt nationally is around \$1.5T. There is continued pressure to keep tuition low. This year, the state has provided state wide money (over \$50M) to moderate tuition increases. We can accept the money from the state (\$1.5M) or raise tuition. We only raise for one class at a time. The money from the state does not inflate and could always be cut. If we do accept this, pending the BoV's decision, it is financially advantageous for 5 or 6 years, and after that it is not as good of a deal.
 - iii. The "Amazon Bill" or "Tech Talent Pipeline Bill" is money that is part of the recruitment for the Amazon center that is going to be placed in Northern Virginia. There is \$15M in the first round that will be put in a pool in which school compete for funds.
 - iv. IPPA – Institutional Partnership Performance Agreements – This is legislations that would allow individual schools to develop an agreement with the Commonwealth for a certain item. This potentially gives us flexibility on the university in-state/out-of-state ratio. Assuming the

Governor signs this, it is an important first step to thinking a little differently about the relationship with the state.

- v. Questions –
 - 1. Silvia Tancenderiaz (Modern Languages & Literatures) asked about salaries. With regards to the merit raise for faculty. As we have just undergone our new merit evaluations and received, do we anticipate that in addition to the 3% across the board (not related to merit) that there will be a merit pool?
 - a. The Provost indicated that this may be something that occurs. Currently, the process of building a proto-proto budget is underway. Next week, the Provost will be meeting with Sam Jones (Senior Vice President for Finance & Administration), Amy Sebring (Vice President for Finance & Chief Financial Officer) and COPAR. There are competing goods, such as the fact that the VRS is going up to \$400K a year in addition to what we pay now. All of these budget items are a part of the discussion.
 - 2. Silvia Tancenderiaz (Modern Languages & Literatures) also asked about the new DUO authentication for Blackboard and the requirement that faculty have cell phones paid out of pocket to subsidize our security. Silvia indicated that there is a feeling that more is being absorbed by the individual faculty members and that this is an example, as faculty are now being asked to use personal cell phones. Silvia asked if the university has any plans to provide a secondary device to allow us to have DUO authentication.
 - a. The Provost indicated that a cell phone is not the only way to use DUO. Another faculty member also indicated that a Key Fob can be obtained from IT in order to use DUO without using a personal cell phone. You are also able to use a landline, but this is not an option within a classroom.
 - 3. A question was raised about the raise for staff and the difference in merit for faculty and staff.
 - a. The Provost indicated that the 3% applies to faculty, the 2.75% raise applies to staff.
- b. Dean Kate Conley (15:16)
 - i. The Provost will be playing Devil's Advocate in the Raft Debate.
 - ii. The JAMOU working group has completed its report and has proposed a change to the JAMOU policy. This is an improvement from the current policy. This will be reviewed by FAC and CCPD. This body will be able to see the updated policy either later this spring or in the fall.
 - iii. In consultation with the CLA fellows and with the Dean, John Donahue (Dean for Educational Policy) has chosen *There There* by Tommy Orange. Dean Conley encouraged the faculty to review the book it and look for ways to adopt the text as a part of course syllabi for the next two years.
 - iv. Darlene Campbell (Director of Administration and Finance) is retiring. Darlene has served us in this role for the last 8 years, helping to keep us

solvent in times of budget change. The search committee to fill this position is headed by Bernadette Kulas (Vice Provost for Research & Graduate Professional Studies), who is a close collaborator with Darlene. John Donahue (Dean for Educational Policy and Chris Carone (Physics) are also on the search committee.

- v. Dean Conley will be away during the April meeting. Virginia Torczon (Dean of Graduate Studies) will chair the meeting. George Irby (Classical Studies) will be here to help with any needs during the meeting
- vi. The Dean took a short trip to NY to meet with donors. She will be going to DC in April, and in May, the Dean will hold a a Jefferson breakfast Houston.
- vii. Please anticipate making your annual gift on One Tribe One Day, which will be on April 16th. Any gift made to A&S helps us meet our campaign goal, but also helps department/program to compete for the Gerdelman Challenge.
- viii. Dean Conley reviewed the three parts of A&S Diversity and Inclusion efforts -
 - 1. Dean Conley met with Kaye Jenkins (Sociology), who is the Chair of A&S Task Force on Diversity and Inclusion. This group is a one semester group to make recommendations for diversity and inclusion that are concrete, achievable and measurable in the short and long term. These will be forwarded to the president and provost.
 - 2. The Council on Diversity and Inclusion is in its third year. The council will be meeting with the Dean soon to advise on the 2019 update to the action plan. At this time, the Dean will update the committee on the state of action planning for the administrative offices linked to A&S (Charles Center & Ewell Hall).
 - 3. COLL 199 is the curricular portion of our effort to be attentive to matters of Diversity and Inclusion. The Dean is looking forward to the recommendations of this ad hoc committee. They are planning to meet with the Dean soon. The group will meet with FAC next week.
- ix. Diversity hiring progresses as usual. More searches are bringing in diverse candidates. Every request made to Dean Conley to contact the Provost to use Diversity Funding results in a conversation that sometimes leads to a hire. The factors determining if the funds are used depends on if it's a regular search, if there is curricular need, and based on the Provost's review of the CV. Dean Conley also bases these conversations on the current needs of A&S.
- x. The Office of Institutional Research, previously led by Jeremy Martin (Chief of Staff, President's Office) and now led by interim Director Sphy Feng (Institutional Research), has provided information about doctoral programs across the country with populations from underrepresented groups. The Dean's office plans to try to forward this information along to departments with approved searches, once that decision has been made.

The Dean's office offers funding, as included in the Dean's Action Plan for Diversity and Inclusion, for travel to meetings where department members might meet diverse candidates or to bring doctoral candidates to campus for seminars.

- xi. The Dean provided an update on searches:
 - 1. 22 searches were authorized this year. This has led to seven letters of intent, three searches are currently at the verbal offer stage, with a fourth search close to the verbal offer stage.
 - 2. Three searches have been unsuccessful, but one of these was a deferral from last year.
 - 3. One of the new hires contributes to the diversity of the faculty, as defined by federal standards.
 - 4. The Dean put out a call for a position offer request before spring break. These are due on March 25th. The Dean anticipates that any search not successfully completed this year will be re-requested for this year.
- xii. Questions
 - 1. Suzanne Raitt (English) asked how successful has A&S been at tapping in to the Diversity Hiring Initiative Fund
 - a. The Dean indicated that we have diversified the faculty by 13 since the fund was started, but not all of these were funded by the Provost's Initiative. In some cases, the hire was the top choice of the department in a regular search. This year, there is one candidate, so far, that qualifies as
 - 2. Suzanne Raitt also asked about the best way to utilize this money and be effective.
 - a. The Dean indicated that this fund is mostly for supplemental hiring which is a hire in addition to an authorized search. This is ideal as this money doesn't fully fund the position. Dean Conley looks at all hiring needs across the A&S to determine where enrollment pressures indicate a need.

III. Teaching Excellence Award, Faculty Governance Award, and Graduate Faculty Mentoring Award (Kate Conley)

- a. Faculty Governance – Arthur Knight (American Studies & English)
- b. Teaching Excellence
 - i. Josh Piker (History)
 - ii. Dan Runfola (Data Science)
 - iii. Michael Butler (International Relations)
- c. Graduate Faculty Mentoring Award (Erin Schwartz – president of Graduate Student Association)
 - i. Karin Wulf (Omohundro Institute of Early American History and Culture)

IV. Motion from FAC for revised Faculty Manual and motion from COGS to make additional changes to the section on Graduate Academic Policy (Jack Martin & Martin)

Gallivan)

www.wm.edu/as/facultyresources/committees/facultyaffairs/documents/faculty-manual-revisions-2019-03-04.pdf

- a. Jack Martin (English) explained that these revisions were requested last year. In February, the first round of revised versions were voted on by this body with the undergraduate, Graduate, and EPC section being approved. The approval votes were tabled at the Nominations and Elections sections. The Faculty Handbook is personnel policy. The Faculty Manual is only for A&S, containing procedures and policies for classroom management and committee policies.
- b. Chris Tucker (Philosophy) made a motion on the undergraduate portion regarding the portion of the policy about the last week of class, citing that the version recently approved is incompatible with summer school, as all finals are given during the last week of class. One concern was also voice about the about protections for students, as no more than 25% of grade can be given during the last week but several exclusions exist.
 - i. Chris Tucker proposed the following changes:
 1. Removing test from first sentence of Last Week of Class Policy.
 2. Removing the last sentence of the first paragraph of this section.
 3. Removing in class presentation and oral examinations from the portion that discusses what the policy does not apply to.
 - ii. A motion was made to change the wording to remove the items above. This was seconded.
 - iii. Marc Sher (Physics) questioned removing test from the first sentence of this statement. He expressed that he was not in favor of the possibility of a midterm being given during this week
 - iv. Silvia Tandeciarz (Modern Languages & Literatures) expressed concern with the revised language because all language classes give oral exams during the last week of class. With the proposed change, Silvia see this type of exam not being permitted during the last week of class. Oral examinations were included as an exception due to the requirement to demonstrate oral proficiency. She would like to see this change removed.
 1. A motion was made to restore oral examinations to the second paragraph. This was seconded. The motion was approved by a majority.
 - v. Janice Zeman (Dean of Undergraduate Studies) explained that in class presentation during the last week was added for the COLL 100 courses.
 - vi. Marc Sher (Physics) commented that this was a question on Educational Policy. Marc made a motion to move this discussion to the EPC before being discussed by this body. This was seconded. The motion was approved by a majority.
- c. Martin Gallivan (Anthropology) explained the changes to the graduate section, as COGS made revisions that weren't incorporated at the last A&S meeting. Minor changes were made in this section since that last section was sent to the

A&S Faculty. A motion was made to approve the new changes to the graduate section. The motion was approved by a majority.

- d. Nominations and Elections Section (Jack Martin)
 - i. The FAC consulted carefully with Nominations and Elections and with the NTE committee and came up with slight changes in the Nominations and Elections Policy. New changes were made to include the A&S Bylaws that tenured faculty only may serve on FAC, RPT, and CFAPP (Committee on Faculty Awards, Prizes, & Professorships).
 - ii. Christy Porter (Psychology) commented that this discussion was tabled due to a question on personnel. She also asked if we could have the conversation about the meaning of personnel at a future meeting.
 1. Jack Martin commented that the pertinent documents are the A&S Bylaws, Handbook, and Manual. The manual alone is not as important in this discussion as it includes the A&S Bylaws. Additionally, the Faculty Handbook says each school will develop policies. There are also specific policies, such as the NTE Policy, which directs one to the Personnel Policy. The conversation would have to bring in the Handbook and NTE Personnel Policy.
 - iii. Silvia Tandeciarz (Modern Languages & Literatures) – commented (without making a motion) that she is on the ad hoc NTE committee and that one of the issues that has arisen is that it is odd that we have a Faculty Affairs Committee to represent the faculty with no representation of the NTE faculty, which represents a large portion of the faculty. The committee is looking at the possibility of suggesting that the FAC grow to include a representative from the NTE faculty and who could be recused when FAC discusses personnel issues. As this is the representative body of the faculty, it seems that NTEs should be included. This is being thought about and discussed. Any thoughts can be directed to the ad hoc committee.
 1. Jack Martin indicated that the FAC is comprised of tenured faculty only. Tenure eligible are not able to be on this committee. Those without tenure could have the potential to be bullied without the protection of tenure.
 - iv. A motion was made to approve the Nominations and Elections Section. The motion was approved by a majority.
 - v. A motion was made to approve the Faculty Manual as a whole with the understanding that the EPC will review the Last Week of Class Policy. If EPC makes any changes to that section, they will be brought to the Faculty of A&S for review and approval. The motion was approved by a majority.

V. Motion from FAC for revised Bylaws (Cathy Forestell)

- a. The above item was sent to the faculty. No one has commented on the bylaws since Cathy distributed these with the digest and then the agenda.

- b. Many of the changes were cosmetic. Other changes were more important and indicate changes in policy. This is predominantly in Articles 5 & 6.
 - i. Article 5:
 - 1. Section 2: Committee on Nominations and Elections: a change was made that reduced the size from nine members to six members.
 - 2. Section 3: Changes were made to the responsibilities of FAC to include three additional roles.
 - a. The FAC will advise the Dean on faculty appointments to committees, strategic planning, advancement, personnel, and policy matters.
 - b. The FAC will ensure the review of key administrators will take place.
 - c. The FAC will continually review the structure and composition of current committees.
 - 3. Section 7: Changed to read that only full professors are eligible to serve on RPT.
 - a. Jack Martin (English) commented that item four restricts RPT to full professors and that the Faculty Manual would be altered to reflect this change if it is approved.
 - 4. Section 9: This section was added as there was no section on ISAC, leading to the addition of this section.
 - a. A question was raised as to why the ISAC wording has “up to two students may serve”. This was noted to be vague language.
 - i. A motion was made to change “may” to “shall”. This was seconded.
 - 1. David Armstrong (Physics) asked if it should read that two students shall serve or up to two students shall serve.
 - a. Teresa Longo (Dean of Interdisciplinary Studies) indicated that she would prefer requiring a specific number. Two was deemed a reasonable number.
 - ii. A motion was made to amend to say, “one or two students shall serve”. This was seconded. The motion was passed by a majority.
 - b. Bob Scholnick (American Studies) asked the wording of “key administrators within Section 3. He expressed concern “key administrators” is a vague term. It was asked that these “key administrators” be clarified. It was also

expressed that the entire faculty should be consulted in the evaluation process.

- i. A motion was made would be to replace “key administrators” with “contact deans”. This was seconded. This was passed by a majority.
- ii. A motion was made that this statement read “that contact deans are regularly reviewed in consultation with faculty”. This was seconded.
 1. Silvia Tandeciarz (Modern Languages & Literatures) commented that she was uncomfortable with the speed at which we are moving through this conversation. The fact that timing is not specified also was of concern. This could be improved by saying the review would take place prior to re-appointment.
- iii. Teresa Longo (Dean of Interdisciplinary Studies) commented that this needs to be clarified to directly spell out who this policy relates to with reviews. All deans are reviewed every year by Dean Conley. Teresa also commented that this portion needs work.
- iv. Chris Tucker (Philosophy) made a comment about key administrators and confusion if certain individuals would count. Kathleen Morgan’s (Associate Director for Faculty Personnel Services) position was indicated but her position is not included in our bylaws.
- v. Silvia Tandeciarz (Modern Languages & Literatures) indicated that the faculty directors and department and program chairs, are all positions that can be re-appointed. She asked if this type of administrative appointments should involve all of the faculty.
 1. Cathy Forestell indicated that in her mind chair appointments would fall under the responsibility of the department or program.
- vi. The motion of changing the wording to “that contact deans are regularly reviewed in consultation with faculty” was approved by a majority.
- vii. The motion to change this to read that the review would occur “prior to reappointment”. This was seconded. The motion was approved by a majority.

- ii. Article 6:
 - 1. This article was amended to remove the Dean of Marine Science. This Dean does not attend COGS meetings. Virginia Torczon (Dean of Graduate Studies) is in contact with this Dean.
 - 2. There was a change to the description of Committee on Honors & Interdisciplinary Studies (CHIS). There will be fewer faculty members who will be appointed, with these appointments being made in consultation with Teresa Longo (Dean of Interdisciplinary Studies). There will be one undergraduate student and one graduate student on the committee.
 - 3. CCPD was added to the bylaws. This group was not in the bylaws previously.
 - a. Silvia Tandeciarz (Modern Languages & Literatures) indicated that this committee always has co-chairs that are elected in the Fall at the end of the semester to serve for the following calendar year. It may be clearer to say that they serve for the calendar year. A motion was made to amend this to read “The co-chairs are elected by its members in the fall to serve for a calendar year”. This motion was passed by a majority.
 - 4. A previously included section was replaced with the CCPD section. The replaced section included several curricular committees. As the committees related to programs, they were removed. This followed the trend that departments are also not included in the bylaws.
- iii. A motion was made to accept the bylaws as amended. This was seconded. This motion passed by a majority.

VI. Nominations and Elections (Brent Owens)

- a. Faculty Assembly (Area III) three-year term commencing at the beginning of the fall 2019 semester.
 - i. Drew LaMar (Biology)
 - ii. Lisa Landino (Chemistry)
- b. Retention, Promotion, and Tenure (Area II) three-year term commencing at the beginning of the fall 2019 semester.
 - i. Lu Ann Homza (History)
 - ii. Graham Ousey (Sociology)
- c. Retention, Promotion, and Tenure (Area III) three-year term commencing at the beginning of the fall 2019 semester.
 - i. Vladimir Bolotnikov (Mathematics)
 - ii. Christopher Del Negro (Applied Science)
- d. Educational Policy Committee (Area I) three-year term commencing at the beginning of the fall 2019 semester.

- i. Joan Gavalier (Theatre, Speech, and Dance)
 - ii. Matthew Haug (Philosophy)
- e. Faculty Compensation Board (Area I) three-year term commencing at the beginning of the fall 2019 semester.
 - i. Jon Pineda (English)
 - ii. Christopher Tuckey (Philosophy)
- f. Faculty Hearing Committee (Any Area) three-year term commencing at the beginning of the fall 2019 semester.
 - i. Gayle Murchison (Music)
 - ii. Erin Webster (English)
- g. Committee on Faculty Awards, Prizes, and Professorships (Area III) three-year term commencing at the beginning of the fall 2019 semester.
 - i. Hannes Schneipp (Applied Science)
 - ii. Jonathan Scheerer (Chemistry)

No nominations were added from the floor. The ballot will be sent out following this meeting and remain open for a week.

The meeting was adjourned by Dean Conley 5:02 PM.

Respectfully submitted,

Ashleigh E. Queen (Kinesiology & Health Sciences, aeverhardt@wm.edu)
Secretary to the Faculty of Arts & Sciences