

MINUTES
Faculty of Arts & Sciences
April 7, 2020, 3:30 – 5:00 pm
Via Zoom teleconference

The meeting was called to order by Dean Kate Conley. There were 102 faculty connected. Dean Conley welcomed the faculty, thanked them for their efforts and made comments on Zoom logistics.

I. Approval of minutes from meeting of faculty on March 3, 2020

<https://www.wm.edu/as/facultyresources/fas/minutes/20200303.pdf>

The minutes of the previous meeting were approved by the faculty; the agenda was corrected to March 3.

II. Report from the Provost (Peggy Agouris)

Provost Agouris thanked faculty for the monumental transition to online teaching and said she had been hearing a positive reaction from students and community as more than 2000 courses had transitioned to remote learning. She expressed gratitude to faculty, to the Studio for Teaching and Learning Innovation, University Libraries, and Information Technology for their help. She encouraged faculty to find the silver lining in this time of change.

Provost Agouris noted that the administration sent a message regarding the summer session, which has transitioned to remote teaching. She said that University Counsel and Faculty Assembly have been working for a tenure clock extension policy that that will be moving through faculty channels soon. She added that the administration would be addressing course evaluations in the coming weeks.

Provost Agouris updated faculty on the budget situation, which is fluid. She said that the Board of Visitors had previously approved a tuition increase for Fiscal Year 2021, but that would be highly unlikely and insensitive under the circumstances. The previous budget had assumed a tuition increase, and Commonwealth support which is no longer valid. The earlier budget showed a surplus, which the administration had hoped to use to implement strategic planning initiatives. She noted that at best the budget was balanced, though it might be a few hundred thousand dollars in the red. She pointed out huge uncertainties ahead.

Provost Agouris noted that the Governor had sent a memo calling for a hiring freeze. She said that this applied to classified staff, but as a Tier III institution, this hiring freeze did not necessarily apply directly to institutions of higher education. She said that W&M needed to make ends meet and support its mission of providing high quality education to students. She noted that due to changes in student circumstances, it may be necessary to shift funds to financial aid. She said that there will be a new budget process under Chief Operating Office Amy Sebring that examines everything in the budget and prioritizes essential expenses.

Provost Agouris characterized the hiring freeze as a “soft pause,” since there would be situations in which W&M needs to hire. She said she was working with schools on mutually agreed-upon priorities to minimize disruption. She asked for faculty cooperation and support during this process.

Provost Agouris noted that faculty might have to do without sabbaticals (SSRL). She said that sabbaticals would not necessarily be cancelled, but that they were on the table.

Provost Agouris noted that online learning has been an opportunity for some faculty to shine but acknowledged the struggle of the switch to remote learning. She emphasized that W&M was not considering a new way of operating, but that W&M would look for opportunities for true online learning in the future.

Provost Agouris updated faculty on the dean searches, noting the recent announcement of the hiring of Maria Donoghue Velleca as the new Dean of Arts & Sciences. She has been meeting with Dean Conley and will be meeting with the Council of Chairs and Program Directors. The School of Education is interviewing dean finalist candidates through Zoom and has made a recommendation. The Law School has finished dean finalist interviews and should have a recommendation soon; both searches are expected to move forward.

Finally, Provost Agouris noted that strategic planning was paused but not put aside or forgotten. She asked for questions.

Silvia Tandeciarz (Modern Languages) asked, in light of the announcement of the remote summer session, whether contracts could be issued to faculty members for summer teaching. Provost Agouris replied that she would speak with W&M's financial staff and would respond soon.

Fred Corney (History) asked whether the nearly balanced budget that Provost Agouris had mentioned included refunds that had been given to students. He also asked if departments could use funds to offer contracts to adjuncts. David Armstrong (Physics) noted that that refunds come from the auxiliary services budget, which is separate from the academic budget, and that these refunds come from a reserve budget that has now been drawn down significantly. Provost Agouris noted that we do not know the impact of the current situation on auxiliary enterprises. She added that she did not know at this point whether departments could use funds of their own for adjuncts and other faculty who are uncertain, since the new budget process would determine priorities.

Dean Conley noted that Prof. Corney had asked about whether private funds could be used for these purposes. Provost Agouris asked what kind of private funds he was referring to; Prof. Corney noted that some private giving specified the immediate needs of the department. Provost Agouris noted that she could not answer at this point definitively. Dean Conley pointed out that all hiring for teaching must be approved through the Dean's office.

Dean Conley thanked Provost Agouris for her remarks. Provost Agouris responded that she would share information with faculty and looks forward to faculty input.

III. Report from the Dean (Kate Conley)

Dean Conley noted that she had been speaking weekly with Maria Donoghue Velleca, the incoming Dean of Arts & Sciences, who has met with contact deans and expressed interest in meeting with chairs and program directors.

Dean Conley said that contact deans would be working with Provost Agouris regarding contracts. In ongoing searches, A&S has thirteen signed letters of intent and some searches were still in progress before the hiring pause. She noted that the search for the position that had been Director of Diversity and Inclusion has been paused, and the position has been converted to a faculty level appointment as Associate Dean for a term of five years. When the search is resumed, she encouraged internal candidates to apply, and noted that external candidates will have to qualify for tenure. She offered to take questions; there were none.

IV. Nominations and Elections (Ryan Vinroot & William Fisher):

Ryan Vinroot (Mathematics) announced the winners of March elections:

For the Educational Policy Committee, Area I: Magali Compan (Modern Languages). For EPC Area II, Election 1: Larry Evans (Government) was elected. For EPC Area II, Election 2: Christy Porter (Psychological Sciences) was elected. For EPC Area III: Kristin Wustholz (Chemistry) was elected.

For the Retention, Promotion Tenure Committee, RPT Area I: Vassiliki Panoussi (Classical Studies) was elected. For RPT, Area III: Rex Kincaid (Mathematics) was elected.

For the Committee on Academic Status, Area I: Tomoyuki Sasaki (Modern Languages) was elected. For CAS Open Area: Francesca Sawaya (English) was elected.

Prof. Vinroot announced the candidates for upcoming elections:

Faculty Hearing Committee Area I:
Timothy Costelloe (Philosophy)
Brian Hulse (Music)

Faculty Hearing Committee Area II (both are 3-year terms):

Sal Saporito (Sociology)
Christopher Grasso (History)
(both are 3-year terms)

He said that Prof. Fisher will send out the electronic ballots, which have switched platforms. Next month's elections will be for the Committee on Degrees, with a four year term for Areas II and III; he said that the committee was still seeking a candidate for Area II.

Before moving on to the next agenda item, Dean Conley noted that Rob Leventhal (Modern Languages) had asked on chat whether it would be possible for the administration to approve a one-time endowment payout to mitigate the current financial situation. Provost Agouris replied she would forward this question to financial specialists in the administration.

V. "For the Bold" Campaign Report (Matthew Lambert, VP for University Advancement)

In response to the previous question, Vice President Lambert said that the W&M Foundation makes endowment payouts based on a twenty-quarter trailing average and added that he did not expect there to be a need for an emergency payout. He reported that the "For the Bold" Campaign will close on June 30. He said that the present situation was like 9/11 and Great Recession and that W&M was experiencing immediate pullback from its donors, but that Advancement continues to keep in touch with donors and sharing current events. University Advancement has been holding virtual events, some including faculty, and he invited faculty to submit ideas for events.

VP Lambert said that Advancement had three goals: strengthen engagement, improve participation rate, and secure a billion dollars in donations. He noted that Advancement had moved beyond social programming to intellectual and cultural and professional opportunities.

He showed a slide including the statistic that 30% of W&M alumni give to the university and said this rate compared favorably with the rates of giving at Ivy League institutions and that W&M's participation rates stand out among public peers, and that it surpasses that of the University of Virginia.

VP Lambert said that at present University Advancement is focusing on three fundraising needs: the HEART fund supporting students in need, the Studio for Teaching and Learning Innovation, supporting faculty teaching, and the International Student Scholarship fund. A&S is focusing on the A&S Annual Fund. The annual One Tribe One Day fundraiser, scheduled for April 22, has been pushed back to end of fiscal year on June 23, which may need to be entirely digital. VP Lambert said that the "For the Bold" campaign had raised \$967.3 million at end of December, and that he was confident that the campaign would reach its goal by June 30.

Gerald Bullock (Executive Director of Development, A&S) provided an update on the A&S campaign. With 84 days to go, A&S had raised \$104 million, including 49 gifts that were \$25,000 and above. Gifts were up by 17% and dollar amounts of gifts were up by 37%. He said that advancement was working for gifts for a professorship and for a faculty-student research fund, as well as a proposal to a foundation. He thanked faculty for their work.

VP Lambert said that the campaign has strong momentum into the final quarter, raising \$70 million so far this fiscal year. The campaign has raised \$297 million for scholarships and created 47 new scholarships in the past year, most for undergraduate need-based support. He noted the gift in December made by an anonymous alumna for the Institute for Integrative Conservation, and thanked Rob Rose and John Swaddle for their help in imagining this Institute to help W&M deal with major global issues.

VP Lambert discussed plans to solicit donations in various dollar ranges to finish the campaign, emphasizing the importance of One Tribe One Day in helping to push the campaign to its goal. He said that he expected W&M to move into a fifth campaign in the next two to three years. In the meantime, he said that Advancement would focus on expressing gratitude, encouraging engagement and participation, and fundraising for new and ongoing strategic priorities. Dean Conley thanked VP Lambert for his development work, and he thanked Dean Conley and Mr. Bullock for pushing the campaign forward.

VI. Motion from Faculty Affairs Committee: revisions to A&S Bylaw (David Armstrong)

David Armstrong (Physics) projected the proposed changes to the bylaws, which were distributed with the meeting agenda and appear in the appendix. First, he presented a minor proposal to amend the bylaws so the chair of the Faculty Affairs Committee and that the Educational Policy Committee can elect their chairs rather than having them elected by the faculty at large. In practice, these committees had elected their own chairs and A&S had held a *pro forma* election to endorse the committee's choice.

Second, he presented the substantive change proposing the creation of a new A&S Committee on Diversity, Equity and Inclusion. (See appendix for full language.) He noted that the FAC had modified the proposal distributed with the agenda to include a staff member, so that the proposal before the body was to create a committee of three elected tenure-eligible faculty members; one elected lecturer, senior lecturer, or instructor; one A&S graduate student nominated by the Dean of Graduate Studies; one A&S undergraduate nominated by the Vice President for Student Affairs, and one A&S staff member nominated by the Dean, in consultation with the Associate Dean for Diversity and Inclusion and the chair of the committee, which would

also be for a 3 year term. The committee will elect a chair from among the four faculty members, who would become the A&S Fellow for Diversity. The bylaw revision provided that the committee should meet monthly during the academic year and should report annually to Faculty Affairs Committee and Faculty of A&S on progress on diversity of the hiring of faculty, improvements suggested for departmental diversity plans, and summarize concerns brought to the attention of the committee. He asked whether there were objections to the inclusion of the staff member. Seeing none, he called for questions or discussion.

Paul Manna (Government) suggested that “Equity” be included in the Associate Dean position title as well as in the title of the committee. Dean Conley said that she had hoped that the title would also be the same, but since Chon Glover had pointed out that monitoring “equity” is a university-wide function, she that she did not think it appropriate for word to be in the title for new Associate Dean position. She noted that the FAC decided that “equity” should stay in the title of committee. Prof. Armstrong added that the FAC wanted “equity” included in the committee’s name as an important goal. Prof. Manna said it would be good if this difference in names could be explained somewhere, if not the bylaws.

Gayle Murchison (Music) asked what would fall in the category of “diversity, equity, and inclusion.” Prof. Armstrong pointed to the definition in the proposed bylaws language: “increased representation of historically marginalized and underrepresented groups, increased cultural diversity, an expanding variety of perspectives in curricula and programs, and abiding respect for and consideration of all reasoned ideas and viewpoints.” He said that FAC wanted to be expansive as possible in its definition and matters like race, class, ethnic background, religion, ability, and status would be included; it did not want to be narrow in definition. In response to a chat question, he noted that “staff” would include Public Policy Fellows. John Swaddle (Biology) asked whether the committee would interface with Chon Glover’s office. Prof. Armstrong said it would.

Dean Conley noted that there was a question as to how this committee would interact with CLA fellows regarding the implementation of the COLL 350 requirement. Prof. Armstrong replied that the FAC had not thought about that particular interaction but that the committee could certainly be involved with the CLA. Dean Conley noted that the new Associate Dean for Diversity and Inclusion, who would be on the committee, would be part of the collaborative team implementing the new requirement. Prof. Armstrong noted a question in the chat about the tenure status of faculty on the committee. He said the committee would have three faculty who were tenured or tenure eligible and one non-tenure eligible faculty member, though that term was not defined in the faculty bylaws. Tuska Benes (History) noted that the EPC would welcome representation from this subcommittee.

Hearing no further questions, comments, or debate, the faculty voted electronically on these bylaws changes, which passed unanimously. Prof. Armstrong noted that the Board of Visitors must formally approve these changes before they take effect.

VII. Reports from FAC & Faculty Assembly (David Armstrong)

Prof. Armstrong reported that the FAC would continue to hold virtual office hours. He noted that along with the agenda, faculty had received a copy of the report from the NTE/TE Working Group that would be presented and discussed at the May A&S Meeting. He noted that the Committee was busy working on the response to COVID-19 and working to fill appointed committees for next year. He encouraged faculty to email or phone FAC with concerns.

With regard to Faculty Assembly, Prof. Armstrong noted that faculty survey results are in, and a report was being drafted that would be shared with faculty. He said an active working group in Academic Affairs that had been working on a report on course evaluations took on the immediate task of considering how W&M will treat course evaluations this semester; faculty have just received a survey on this issue. He said Faculty Assembly had received sobering reports on enrollment and budget issues from Amy Sebring and Sam Jones. He added that the administration has very forthcoming with Faculty Assembly, and consulted the FA on various issues, including the recent change to pass/fail options. He encouraged faculty to share their thoughts on the current situation with FA members.

VIII. A&S Faculty Award Announcements (Kate Conley)

Dean Conley announced faculty awards, and thanked Steve Otto for writing the citations outlining the awardees' accomplishments. The Faculty Awards for Teaching Excellence went to Mark Forsyth (Biology), Jackson Sasser (Government), and Veronika Burney (German Studies). Dean Conley highlighted Prof. Forsyth's integration of his scientific research into teaching, Prof. Sasser's bringing together of students and civil rights activists, and Prof. Burney's infusion of social diversity and inclusion into her German Studies courses. The Faculty Award for Governance went to Kathleen "Kay" Jenkins (Sociology) and Douglas Young (Chemistry). Dean Conley praised Prof. Jenkins's extensive service in curricular innovation and Prof. Young's work on outreach and student research. Audrey Horning (Anthropology) received the graduate faculty mentoring award; Dean Conley praised her work in guiding archeology students to post-degree career and professional opportunities. Faculty at the meeting virtually applauded their colleagues' achievements.

IX. Adjourn

There was a motion to adjourn; the meeting adjourned at 5:03 p.m.

Respectfully Submitted,
Suzanne Hagedorn (English), Secretary to the Faculty of Arts & Sciences

Appendix to the Minutes: Bylaws, incorporating changes approved on April 7, 2020.

BYLAWS
Faculty of Arts & Sciences
William & Mary
April 3, 2012
as amended April 7, 2020

Article I

Definition of the Faculty of Arts & Sciences

Section 1. The Faculty of Arts and Sciences (or the Faculty, Arts & Sciences, A&S) is one of the constituent faculties of the College of William and Mary in Virginia (or William & Mary). All persons holding full-time teaching or research appointments as professors, associate professors, assistant professors, instructors, or lecturers in Arts & Sciences are members of the Faculty and are entitled to vote in Arts & Sciences meetings. Faculty members shall retain voting privileges

on becoming faculty emeriti/ae. All persons holding appointments as research associates or post-doctoral fellows are non-voting members of the Faculty.

Section 2. The President and Provost of William & Mary, the Dean of University Libraries, the Dean of the Faculty of Arts & Sciences (hereinafter referred to as the Dean), the Dean of Undergraduate Studies, the Dean for Interdisciplinary Studies, the Dean for Educational Policy, and the Dean of Graduate Studies & Research, are members *ex officio* of the Faculty.

Section 3. For certain organizational purposes, Arts & Sciences departments are grouped into three areas:

1. Area I - Art & Art History, Classical Studies, English Language & Literature, Modern Languages & Literatures, Music, Philosophy, Religious Studies, Theater, Speech & Dance;
2. Area II - Anthropology, Economics, Government, History, Kinesiology & Health Sciences, Military Science, Psychological Sciences, Sociology;
3. Area III - Applied Science, Biology, Chemistry, Computer Science, Geology, Mathematics, Physics.

Article II

Officers of the Faculty

Section 1. The Dean, appointed by the Board of Visitors on the recommendation of the President of the university, is the chief administrative officer of Arts & Sciences.

Section 2. The Dean shall preside at Arts & Sciences faculty meetings. The Dean may appoint a Parliamentarian to assist with the meeting. In the absence of the Dean, the Faculty may elect a temporary presiding officer or accept the Dean's designee.

Section 3. A Secretary of the Faculty shall be elected from among the members of the Faculty for a term of three years. The Secretary shall record the minutes of each meeting and post them on the A&S website as soon as possible thereafter. Electronic copies shall be provided for the University archives. Opportunity shall be given at each meeting of the Faculty to correct the minutes of the previous meeting.

Article III

Meetings of the Faculty

Section 1. The Dean shall hold monthly Arts & Sciences faculty meetings from September through May excepting January. Notice of these meetings shall be given at least seventy-two hours in advance.

Section 2. Special meetings of the Faculty may be called

1. by the President, the Provost, or the Dean;
2. upon the request of an elected or standing committee of the Faculty or upon the written petition of at least twenty-five members of the Faculty.

Section 3. Forty members of the Faculty shall constitute a quorum.

Section 4. No resolution affecting the educational policy of the university shall be voted on in a meeting unless it shall have been submitted in writing to the Dean and the Faculty Affairs Committee and the text thereof transmitted by the Faculty Affairs Committee to all members of the Faculty at least one week prior to the date of the meeting. This provision may be waived by unanimous consent of those present.

Section 5. Arts & Sciences faculty meetings are open to attendance by all members of the university community. However, the Faculty may move into executive session by a majority vote of faculty members present.

Section 6. The rules contained in the current edition of *Robert's Rules of Order* shall govern the meetings of the Faculty in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Faculty may adopt.

Section 7. The Faculty will conduct votes electronically for the purpose of electing committee members. After the written version of the proposed slate for committees has gone out in accordance with Article V, Section 2.1 below, at the subsequent meeting of the Faculty, the Committee on Nominations & Elections will present the slate for committee elections and take nominations from the floor. Within one day of that meeting, electronic balloting for committee slots will be open for a period of one week.

Article IV Responsibilities of the Faculty

Section 1. As one of the constituent bodies of the university, the Faculty of Arts & Sciences shares in the general responsibility to develop and maintain an educational program of high quality. The Faculty has exclusive responsibility for specific parts of this program and shares with other faculties and administrative officers' responsibility and concern for all aspects of the operation of the university which bear upon the educational program as a whole or upon any of its parts.

Section 2. The Faculty of Arts & Sciences shall determine the academic requirements for the earned degrees of Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Doctor of Philosophy, and such other earned academic degrees as may be assigned to its jurisdiction by the Board of Visitors.

1. With respect to these degrees, the Faculty shall:
 - a. certify the names of those students who have fulfilled the academic requirements for those degrees;
 - b. determine the academic prerequisites for admission of students to courses and to candidacy for degrees;
 - c. determine the policy governing the evaluation of credits transferred from other institutions;

- d. determine the conditions defining "undergraduate," "graduate," and "residence" credit;
- e. determine academic standards for continuation in residence, for academic classification, and for status as a student in the university;
- f. determine the system of grading to be employed;
- g. determine policy regarding final examinations; and
- h. determine the regulations governing attendance of students in classes.

2. The Faculty may delegate the administration of its policies to its duly constituted officers and committees.

Section 3. The Faculty may make recommendations to the Provost and to the President regarding any matter affecting the educational program of the university.

Section 4. Through adequate representation on university committees and councils, Arts & Sciences faculty members shall participate in the establishment and administration of policies on matters affecting the educational program such as (but not limited to) admissions, the university calendar, academic record-keeping, the development and use of the libraries, research and publication, conditions of student life, extra-curricular events, nominations for honorary degrees, the selection of major administrative officials, and the determination of institutional priorities and the allocation of resources.

Article V

Elected Committees of the Faculty

Section 1. All elected committees shall have balanced representation from each of the three areas provided in Article I, Section 3. All committees shall report regularly to the Faculty.

Section 2. There shall be a Committee on Nominations & Elections consisting of six members elected for terms of three years, two terms expiring annually. The Committee on Nominations & Elections shall elect its chair annually after the election of new members.

1. The Committee on Nominations & Elections shall actively seek out and nominate appropriate candidates for the office of Secretary and for all elective committee chairs and memberships of the Faculty, except as otherwise specified in these Bylaws. In seeking out candidates, the Committee shall take positive steps to secure the fullest and most representative participation of all members of the Faculty in governance, limited only by the availability, interests, and capabilities of individuals. At least one week in advance of elections, the Committee on Nominations & Elections shall provide to the Faculty written nominations for vacant elective positions. It shall keep a record of all offices of the Faculty and shall inform the Faculty and its appropriate officers when vacancies in these offices occur by reason of expiration of terms.
2. Candidates for vacancies on the Committee on Nominations & Elections shall be nominated by the Faculty Affairs Committee.

3. Any member of the Faculty may suggest to the Committee on Nominations & Elections a candidate for nomination to any office, and nothing in the provisions of these Bylaws shall be construed as abridging the right of any member of the Faculty to make nominations from the floor, provided the nominee is of the appropriate area and accepts the nomination in person or in writing before the Faculty votes.
4. Elections shall be held for the Committee on Nominations & Elections in September and tenure shall commence upon election. Terms of all other elected committees shall commence at the beginning of the academic year following election except when the election is being held to fill a replacement for a faculty member who is on leave or has vacated the position early. In these instances tenure shall commence upon election. Elections shall be completed within one week of the meetings at which nominations are made.

Section 3. There shall be a Faculty Affairs Committee (FAC) consisting of the Dean *ex officio* and six tenured members of the Faculty elected for terms of three years, two terms expiring annually. The FAC shall elect its chair from among its members annually after the election of new members.

1. The FAC shall inform itself on current developments of any sort which may affect the educational function of the university or the welfare of the Faculty, review and assess these, and bring them to the attention of the President, the Provost, the Faculty, and committees of the Faculty, as may be appropriate, together with its recommendations for further study or action.
2. The FAC shall coordinate the work of all other committees of Arts & Sciences and, in consultation with their chairs, shall schedule their reports to the Faculty so as to ensure their timely and adequate consideration. This provision shall not be construed to prevent any member of the Faculty from requesting a committee report at any faculty meeting.
3. The FAC shall advise the Dean on faculty appointments to committees, strategic planning, advancement, personnel, and policy matters (particularly those involving interpretation of the Faculty Handbook).
4. The FAC shall ensure that contact deans are reviewed in consultation with faculty prior to reappointment as a part of their professional development.
5. The FAC shall regularly review the structure, composition, and jurisdiction of Faculty committees.

6. When the university is not in session the FAC shall continue to serve its designated functions and may at its discretion act on behalf of the Faculty, provided a majority of the committee is available.

Section 4. There shall be an Educational Policy Committee (EPC). Its voting members shall consist of nine members from the Faculty of Arts & Sciences, one representative each from the schools of Education and Business, three students, and the Dean for Educational Policy *ex officio*; non-voting advisory members shall include the Registrar, the Director of Academic Advising, and a representative of the Dean of University Libraries. Arts & Sciences faculty members shall be elected for terms of three years, three terms expiring annually. The students shall be selected by an agency designated by the student body and must be certified by the Dean. The EPC shall elect its chair from among its members annually after the election of new members; that chair will be a member of the Faculty of Arts & Sciences. A quorum composed of six voting members from the Faculty of Arts & Sciences shall be necessary when deciding upon recommendations regarding educational policy. There shall be at least one member from each area.

1. The EPC shall conduct a continuing study of the undergraduate educational program, regularly reviewing the educational policies and procedures of the Faculty. It shall review all recommendations and requests for changes in the undergraduate curriculum. It shall bring proposals involving changes in educational policy before the Faculty, together with its recommendations for action, but shall have authority to approve or disapprove any changes in the curriculum which do not alter existing policy.
2. In performing its duties the EPC shall be empowered to call upon any member or group of the Faculty for advice and assistance.

Section 5. There shall be a Committee on Degrees consisting of the Dean of Undergraduate Studies as chair, and four faculty members elected for terms of four years, one term expiring annually. The Dean of Undergraduate Studies shall vote on policies and petitions only in the case of a tie among the elected committee members. Representatives of the University Registrar's Office, the Office of Academic Advising, and the Dean of Students Office may participate in committee proceedings in an advisory (non-voting) capacity.

1. The Committee on Degrees shall:
 - a. evaluate academic credits transferred from other institutions for credit toward an undergraduate degree
 - b. in consultation with the Office of the University Registrar, determine which students have completed the requirements for earned undergraduate degrees and certify their names to the Board of Visitors.
2. In the exercise of its duties, the Committee on Degrees shall be empowered to waive the literal application of degree requirements whenever, in its judgment, special circumstances exist which justify such actions.

Section 6. There shall be a Committee on Academic Status consisting of six elected faculty members, the Dean of Students, the Dean of Undergraduate Studies, and the University Registrar. The elected members shall be elected for terms of three years, two terms expiring annually. After the election of new members, the Committee on Academic Status shall elect its chair from among the elected members. Representatives of the Registrar's Office, the Office of Academic Advising, and the Office of the Dean of Students may participate in committee proceedings in an advisory (non-voting) capacity. The Committee on Academic Status has three functions:

1. hearing individual student requests for exception to academic rules and regulations not directly related to fulfillment of degree requirements, grade changes, and transfer credits;
2. reviewing, at the end of each semester, the academic progress of students in academic difficulty and making continuance determinations;
3. occasionally recommending changes in academic policy, based upon considerations prompted by individual requests.

Section 7. There shall be an Advisory Committee on Retention, Promotion, & Tenure (RPT) consisting of six full professors elected for terms of three years, two terms expiring annually. The Committee shall elect its chair from among its members annually after the election of new members. A committee member shall recuse him/herself from any decision affecting a member of his/her own department. A committee member shall reveal if he or she does not have an arm's-length relationship, or if there is a potential conflict of interest; the committee shall then decide whether recusal is warranted. In all such cases, a former member of the Committee from the same Area will serve as a substitute. The RPT committee shall review all recommendations made by departments in Arts & Sciences concerning the retention, promotion, or tenure of members of these departments. The comments resulting from such review shall be forwarded to the Dean.

Section 8. There shall be a Committee on Faculty Awards, Prizes, & Professorships (CFAPP) consisting of six tenured members of the Faculty elected for terms of three years, two expiring annually. In addition, one representative from the Office of the Dean will be selected by the Dean to serve on the committee in an advisory (non-voting) capacity.

1. The CFAPP, in cooperation with the Dean, will review and suggest revisions to solicitations for awards, prizes, and professorships, and will suggest methods of advertising solicitations to reach as many faculty as possible. The CFAPP will monitor and review the procedures for solicitation, nomination, and selection of awards, prizes, and professorships and will recommend changes with the goal of improving efficiency, transparency, participation, and fairness.
2. By September 1 each year, the Office of the Dean should provide a list to CFAPP of all Arts & Sciences faculty who have current awards, prizes, and professorships and are

expected to serve on review committees in the upcoming academic year. At the same time, the Dean's office should provide a list of all likely awards, prizes, and professorship solicitations for the upcoming academic year. The CFAPP will then make recommendations to the Dean for membership on review committees. Except for awards, prizes, and professorships with existing committee structures, at least one CFAPP faculty member will be part of each review committee for awards, prizes, and professorships in Arts & Sciences.

3. The Dean will make available to CFAPP an ongoing annual record of all nominees and awardees for all awards, prizes, and professorships. Using this record, the CFAPP will attempt to identify inequities in the nominations for, and selection and distribution of, awards, prizes, and professorships within Arts & Sciences, and make recommendations to the Dean to remedy these.
4. The CFAPP will report once per year to the Faculty Affairs Committee and the Faculty of Arts & Sciences, including numbers of nominees; numbers of awards, professorships, and prizes; and names of faculty members to whom awards were given. The CFAPP will serve as a contact for A&S faculty with questions about the selection of awards, prizes, and professorships.
5. CFAPP members are eligible for all awards, prizes, and professorships during their tenure on the committee. CFAPP members who hold awards, professorships, or prizes are exempt from serving on review committees, as their service on CFAPP is considered to fulfill that requirement.

Section 9. There shall be an International Studies Advisory Committee (ISAC) consisting of six members elected for three years, two expiring annually. Up to two students may serve on the committee for one year by nomination from the student assembly or the committee. Additional non-voting members shall include the Director of the Charles Center or his/her appointed representative, the Director of Global Education or his/her appointed representative, and either the Dean for Educational Policy or the Dean of Undergraduate Studies. The ISAC is advisory to the Dean and the Faculty Affairs Committee. It shall provide support and guidance to A&S faculty initiatives in international studies by encouraging faculty efforts to internationalize the curriculum, promoting prudent risk-management practices, and exercising oversight of A&S study-abroad programs administered by the Reves Center.

Section 10. There shall be a Committee on Diversity, Equity and Inclusion (CDEI) . The committee shall consist of: three elected tenure-eligible faculty members, one from each area, and one lecturer, senior lecturer or instructor, from any area, each elected for three year terms; one Arts and Sciences graduate student, nominated by the Dean of Graduate Studies and Research, one Arts and Sciences undergraduate student, nominated by the Vice President for Student Affairs, each student for a one year term, and one Arts and Sciences Staff member,

appointed by the Dean, in consultation with the Associate Dean for Diversity and Inclusion and the chair of the committee, for a three year term. The committee will elect a chair annually from among the four faculty members; the chair will become the Arts and Sciences Faculty Fellow for Diversity. The Associate Dean for Diversity and Inclusion will serve on the committee as a voting *ex officio* member.

1. The CDEI serves to promote and support efforts by the Faculty of Arts & Sciences to create a diverse, equitable, and inclusive community in all facets of work and life at William & Mary. A “diverse, equitable, and inclusive” community here is interpreted broadly to encompass increased representation of historically marginalized and underrepresented groups, increased cultural diversity, an expanding variety of perspectives in curricula and programs, and abiding respect for and consideration of all reasoned ideas and viewpoints. Arts & Sciences recognizes that diversity and inclusion is instrumental to the success of decision-making by allowing an infusion of new ideas and perspectives into deliberative processes, and also that diverse voices are demanding of respect in and for themselves.
2. The CDEI shall meet at least monthly during the academic year. Quorum shall be a majority of the members.
3. The CDEI shall report annually to the Faculty Affairs Committee and to the Faculty of Arts and Sciences. The report should include data on progress on diversity in the hiring of faculty, improvements suggested for departmental diversity plans, and should summarize concerns brought to the committee’s attention by faculty.

Article VI

Other Committees of the Faculty

Section 1. Subject to the approval of the President, the Faculty may establish such standing committees as it deems necessary to exercise its responsibilities. The size and composition of such committees, which must have representation as is proper and adequate to their functions, of teaching members of the Faculty, administrative officers, and students shall be determined by the Dean with the advice of the Faculty Affairs Committee unless otherwise specified below.

Section 2. There shall be a standing Committee on Graduate Studies (COGS) consisting of faculty members who have been designated as the Director of Graduate Studies for each department or program. It shall be chaired by the Dean of Graduate Studies and Research. The Committee on Graduate Studies shall make recommendations to the Faculty regarding policy, and carry out established policy, with respect to admissions, curricula, degree requirements, and academic standards in programs leading to the degrees of Master of Arts, Master of Science, Doctor of Philosophy, and such other earned post-baccalaureate degrees as may fall within the jurisdiction of the Faculty; and, concurrently with other faculties of the university, for all programs in which members of the Faculty of Arts & Sciences participate substantially.

Section 3. There shall be a standing Committee on Honors & Interdisciplinary Studies (CHIS), which will consist of six faculty members (appointed for terms of three years in consultation with the Dean of Interdisciplinary Studies), one undergraduate student, and one graduate student. It will be chaired by the Dean for Interdisciplinary Studies. The CHIS serves as the advisory committee to the Charles Center. In this capacity, CHIS serves as the supervisory committee for honors programs, and as the curriculum committee for all majors and minors administered through the Charles Center.

Section 4. There shall be a standing Council of Chairs & Program Directors (CCPD) that meets regularly to discuss matters affecting the general welfare of academic departments and programs in Arts & Sciences. The co-chairs are elected by its members in the fall to serve for a calendar year.

Section 5. The Dean, with the advice of the Faculty Affairs Committee, shall recommend to Faculty Assembly those members of the Faculty of Arts & Sciences to serve on standing committees of the university as a whole.

Section 6. The Dean, with the advice of the Faculty Affairs Committee, may establish such *ad hoc* committees of the Faculty as he/she deems necessary and appoint their members.

Article VII The Faculty Assembly

Section 1. Representatives to the Faculty Assembly from Arts & Sciences shall comprise no fewer than three members from the Faculty Affairs Committee, one from each area, who shall be elected as provided elsewhere in these Bylaws. Additional representatives will be elected by the Faculty so that the total number of representatives in each Area (see Article I, Section 3) shall equal the number allocated by the Constitution of the Faculty Assembly. Members of the Faculty will be nominated as follows:

1. The Committee on Nominations & Elections shall nominate at least two candidates for each available position in the Faculty Assembly allocated to Arts & Sciences other than those held by elected members of the Faculty Affairs Committee.
2. Candidates for these positions may also be nominated from the floor of the Faculty, provided the nominee is of the appropriate area and accepts the nomination in person or in writing before the faculty votes.

Section 2. The representatives of the Faculty Assembly shall designate one of their number to report at each regular Arts & Sciences meeting on the discussions and actions of the Faculty Assembly.

Section 3. The chair of the Faculty Affairs Committee shall be on the Executive Committee of the Faculty Assembly whenever possible.

Article VIII Amendments and Effective Date

Section 1. These Bylaws may be amended by a two-thirds vote at any Arts & Sciences meeting, provided that a copy of the proposed amendment is sent to every member of the Faculty at least one week in advance.

Section 2. These Bylaws and any amendments shall become effective upon approval by the President and the Board of Visitors.