

MINUTES
Faculty of Arts & Sciences
November 9, 2021, 3:30 – 5:00 pm
Via Zoom teleconference

Dean Maria Donoghue Velleca called the meeting to order at 3:31 p.m. with 56 faculty present. (Later in the meeting, 82 faculty members were present.)

I. Approval of minutes from meeting of faculty on October 5, 2021

<https://www.wm.edu/as/facultyresources/fas/minutes/20211005.pdf>

Dean Donoghue Velleca asked for a motion to approve the minutes of the previous meeting. Marc Sher (Physics) moved to approve; the motion was seconded and the minutes approved by unanimous consent.

II. Report from the Dean (Maria Donoghue Velleca)

Dean Donoghue Velleca said she had just met with the Faculty Affairs Committee to discuss a presentation that Vice President for Strategic Initiatives and Public Affairs Henry Broaddus had presented to the Board of Visitors' Ad Hoc Committee for Sustainability and Innovation. The link to the smart growth presentation was included in the dean's recent message to the faculty and is a public document on the BOV website. Dean Donoghue Velleca encouraged faculty to review this online presentation.

Dean Donoghue Velleca noted that she had been working with departments on the pilot of the diversity hiring plan to comply with different practices in Arts & Sciences and conflicts with departmental practices. She mentioned the message that had been sent to staff the previous week on return-to-work policies and said that there would be a fuller return to in-person work in January 2022.

Dean Donoghue Velleca highlighted the turnover in A&S contact deans and the hiring of Shelley Laurenzo and Ben Boone as Assistant Deans for Undergraduate Education. She expressed her gratitude to the new Vice Deans and said that she would be recruiting a new Vice Dean for Research and Graduate Studies; 50% of that position would be devoted to research and scholarship, and there would be an assistant dean in the Office of Graduate studies for long-term support. She expressed her gratitude of Elizabeth Harbron (Chemistry) for her work in focusing the Charles Center on undergraduate research and credit-bearing experiences; the oversight of interdisciplinary programs would move to the Dean's Office. She added that a new office of undergraduate academic affairs would combine academic advising with advising for fellowships and that Lindsey Love would be in charge. She noted that both students and faculty are feeling exhausted at this point in the semester and thanked faculty for their work.

Dean Donoghue Velleca shared a PowerPoint presentation with data from Kathy Morgan of the A&S office and Sophie Fang from Institutional Research relating to the change in the size of the A&S faculty and the student body. She said that there were 475 faculty in A&S in 2015, roughly the same number as in Fall 2021, adding that the numbers were as of November 1 and three lecturers had been promoted to senior lecturer since then. She added that there had been a drop in the number of non-tenure eligible faculty from 2019 to 2021 due to a decrease in Visiting Assistant Professor contracts issued during the pandemic. During the same six-year period, the number of full-time students went from 6301 to 6543, increasing by 242 students. There will be an additional increase of approximately 200 students in Spring 2022 caused by students

transferring from community colleges and the VERTO program. She observed that the ratio of undergraduates to faculty in Fall 2015 was 13.2 to 1 and the ratio in Fall 2021 was 13.7 to 1, with a low of 12.2 during that six-year period. She said that in her view, the faculty size has not changed, though the student body had grown modestly.

Dean Donoghue Velleca gave an update on the Vision 2026 process to produce a strategic plan for the next five years. She and the Vice Deans met with the Council of Chairs and Program Directors and generated ideas; they also received ideas through a dialogue link and follow-up communications. Two weeks later, they met again with CCPD to discuss these ideas further; she then sent out a poll asking chairs and program directors to identify the top three choices; 17 chairs and 10 program directors responded.

Dean Donoghue Velleca said that the poll indicated the most interest in an innovation hub for humanities and humanistic social sciences and a department of engineering within A&S. She noted that there was also support for a quantitative research center and a digital humanities center and said that Swem Library is considering a plan for the latter. She also mentioned support for a Center for Informed Democracy. She said that that funding for these initiatives might come from a capital campaign or funding from the bond sale.

Dean Donoghue Velleca noted that there was support from the BOV and administration for an engineering program at W&M but it was not clear yet whether they saw it as a program within A&S or whether they wanted to create a new division or school. She added that all units within the university were submitting ideas for Vision 2026, and that the administration would undertake a sorting process to crystallize the goals.

Dean Donoghue Velleca then provided an update on the sustainable curriculum process: last spring the Dean's Office defined degree requirements for degrees within A&S. This fall the process will examine which courses are required for degrees, what historical course offerings have been, and ask questions about flexibility and staffing. She added that Assistant Dean Ben Boone is working with Registrar Sallie Marchello to create a standard template for degree requirements in the catalog. She said that the goal was to understand which courses were necessary for a vibrant and challenging educational experience and to align staffing to curricular innovation.

Dean Donoghue Velleca said that her office will be sending a survey to chairs and program directors focused on getting more detail about curriculum design, delivery, and demand; this survey was changed after receiving feedback from CCPD. In early 2022, the dean's office will provide data on course offerings and faculty instructional responsibilities to departments and programs and Vice Deans will follow up with chairs and directors to discuss this information. After that academic units will be asked to reflect on structural priorities and opportunities to create efficiencies. In late spring of 2022, the dean's office and academic units will create a sustainable plan that lays out instructional strategies and staffing plans on multi-year schedules.

Dean Donoghue Velleca said the survey information will be requested for B.A., B.S., and graduate degrees, but not minors, since those should be represented within the rest of the survey. The survey will ask about the structure of degrees, required courses, courses that are not mandated but frequently taken, and courses that units which they could offer but do not have the resources to teach. It will also gather information about contributions to the COLL curriculum as well as math and foreign language proficiencies, as well as what other units a degree program relies upon to provide courses and which units rely on it. Finally, it will ask about courses for which there is chronic unmet need.

In closing her report, Dean Donoghue Velleca said that a Memo of Understanding had just been signed making Data Science an autonomous program in the Computer Science Department, and that she would be sharing this news in her weekly message to faculty. She said that she would take questions later in the meeting, following the visit of Athletics Director Brian Mann, and called on Dean of Graduate Studies Virginia Torczon (Computer Science) for her report.

III. Report from the Committee on Graduate Studies (COGS) (Virginia Torczon & Evgenia Smirni)

<https://www.wm.edu/as/facultyresources/committees/graduatestudies/documents/cogs-annual-reports/2020-21-cogs-annual-report.pdf>

Dean Torczon referred faculty to her full report. She observed that 2020-1 was a rough year for graduate students, due to restrictions on travel, labs, and field sites, which is an ongoing issue for them as well as on faculty members. She said that the committee had overhauled policies on satisfactory academic progress, which were not specific enough; both faculty and University Counsel were consulted. Finally, she noted that she had received permission from Provost Peggy Agouris and Chief Operating Officer Amy Sebring to pilot a program that subsidized graduate student health insurance premiums, which has helped their morale. She encouraged faculty to review the report and reach out to her with questions and asked if they had questions.

Seeing none, Dean Donoghue Velleca asked Evgenia Smirni (Computer Science) to present the 2020 Graduate Ombuds Report, which had been posted in the agenda:

<https://www.wm.edu/as/facultyresources/committees/graduatestudies/documents/ombuds-reports/ombuds-2020-21-annual-report.pdf>

Prof. Smirni noted that the cases brought to her covered the typical variety of issues, though the number of cases had been reduced from past years perhaps due to the fully remote mode and isolation of graduate students. She asked for questions; there were none.

IV. Report from the Educational Policy Committee (EPC) (Josh Erlich)

<https://www.wm.edu/as/facultyresources/committees/educationalpolicy/about/reports/annual-report-2020-21.pdf>

Josh Erlich (Physics) shared a PowerPoint presentation giving highlights from the written report, which was distributed with the agenda. He noted that it had been a difficult year, but nevertheless, the eleven voting members of the committee (three from each A&S area plus two members representing the Mason School of Business and the School of Education) had approved 135 proposals and 27 course changes, more than the previous year. The EPC's very active year featured a serious consideration of the current Pass/Fail policy; the committee recommended a more flexible policy in Fall 2020. It also undertook a revision of COLL 300 requirements.

Prof. Erlich said there were minor changes relating to transfer credits for short courses and registration for summer courses. The faculty approved a motion making changes related to majors in Health Sciences and Kinesiology, eliminating the B.A. in Health Sciences and renaming the B.S. degree, though he said that he did not believe that these changes had been implemented. Prof. Erlich also noted the introduction of a minor in Integrative Conservation hosted by the Institute for Integrative Conservation. Finally, he said that the EPC's Pass/Fail Task Force would be hosting a discussion on a new Pass/Fail policy that it planned to bring to a vote at the December A&S meeting; the policy and Zoom link would be sent out the following week. He asked for questions.

Michael Cronin (Modern Languages and Japanese Studies) asked whether there would be additional on-campus COLL 300 courses for Spring 2022, and when those would appear on the schedule. Ben Boone asked to respond and said it was still possible to do so encouraged faculty to review the new requirements for these courses. Dean Donoghue Velleca said there had been a need for on-campus COLL 300 courses due to fewer students studying abroad.

Emily Wilcox (Modern Languages, Chinese Studies) asked about the COLL 100 and 150 courses that had been added to the schedule but were not yet full; she wondered when incoming students for Spring 2022 would register. Dean Boone said that approximately 250 to 350 students would register for the spring semester during the second to third week of January, so it was not a problem that these sections were not yet full. He expressed confidence that these sections would fill to a comfortable level by spring.

Rani Mullen (Government) commented that faculty need more support in helping to get more courses approved for COLL 300 and 350 designations due to difficulties in navigating the Curriculog system. Dean Boone replied that the CLA Fellows were ready to help faculty and that the changes to COLL 300 were designed to make it easier for faculty to have their courses receive this designation.

Anne Rasmussen (Music and Asian & Middle Eastern Studies) also expressed frustration with Curriculog and agreed with Prof. Mullen on the need for support. She also asked whether there was still a need for additional seats in COLL 150 and whether she could expand her spring course beyond fifteen students. Dean Boone said that was fine if she were willing and encouraged her to e-mail him for help with the Curriculog system. Dean Donoghue Velleca said that faculty should be in touch with Dean Boone if they were interested in teaching compensated overloads or willing to take additional students.

Dean Donoghue Velleca noted that the State Council for Higher Education in Virginia has noted that A&S approved changes to degree programs that were not approved by SCHEV. She said that Dean Boone would be working with Steve Hanson, the Vice Provost for Academic and International Affairs and W&M's representative to SCHEV to ensure compliance with SCHEV requirements. Prof. Erlich indicated that he was happy to work with anyone having trouble with Curriculog and that the EPC would work to make this system more accessible.

LuAnn Homza (History) asked whether a COLL 150 seminar could also carry a COLL 300 attribute. Dean Boone replied that COLL 150s could only count twice for COLL 350 attributes.

V. Nominations and Elections (Rani Mullen) (5 minutes)

Prof. Mullen said that it was necessary to hold another election for the 2021-2 Retention, Promotion, and Tenure Committee. She announced the following slate:

Candidates for election to committee positions open in 2021-2022 AY Retention, Promotion & Tenure (3-year term)

Area I (vote for one)

- Elena Prokhorova, Russian Studies
- Kim Wheatley, English

She asked for additional nominations from the floor. Seeing none, she announced that the ballot would be distributed electronically to faculty at the end of the meeting.

VI. Motion to revise the bylaws (Marc Sher)

On behalf of the Faculty Affairs Committee, Prof. Sher presented the proposed changes to the A&S bylaws, which were distributed to faculty with the meeting agenda, and which are appended to these minutes. He noted that most of the changes involved changes to titles but there were some small policy changes: One change added adjunct faculty to the list of non-voting members of the faculty. Another change in the rules for the Committee on Academic Status to allow administrators to send designees to meetings who would be allowed to vote. In addition, the changes would permit both the outgoing and incoming members of CAS to vote in the summer so that committee can have a quorum for its meetings. The proposed revision also specifies that the Retention, Promotion, Tenure committee include two faculty members from each area of A&S, which has been longstanding practice, and has the same requirement for the International Studies Advisory Committee. They also would specify that the Vice President for Student Affairs will coordinate student appointments to the ISAC.

Prof. Sher noted that a future motion would involve more substantial changes to the current structure of the Honors and Interdisciplinary Studies Committee. He asked whether there were any questions or discussion of the motion. Seeing none, the motion moved to a vote through a Zoom poll; with 78 individuals present at the meeting, 88% voted yes, 6% abstained and 6% identified themselves as nonvoting.

VII. Report from Faculty Assembly (Marc Sher & John Eisele)

John Eisele (Modern Languages & AMES) reported that the Faculty Assembly met online on October 26 and heard the report of Provost Agouris, which focused on the Vision 2026 strategic planning process. The FA discussed issues relating to retention, compensation, and the goals of the process. They also discussed issues related to the hiring report, especially aspects that appeared to conflict with some departmental policies. The FA discussed this year's increased undergraduate enrollment and how it will be accommodated.

Prof. Eisele said that Chief Diversity Officer Chon Glover reported to the FA on the Diversity, Equity, and Inclusion committee and the diversity hiring pilot project. Several changes were made to the hiring report based on faculty feedback relating to the number of unranked candidates and the nature of the inclusive teaching question. The FA discussed the issue of not ranking candidates and asked for more evidence that this practice resulted in a more equitable outcome, since faculty expressed concerns that this change undercut faculty autonomy.

Christy Porter (Psychological Sciences), who was chosen as W&M Senator to the Virginia Faculty Senate, also reported to the FA. The discussion of the Joint Appointment Policy and the Non Academic Leave Policy was postponed to the FA's next meeting. There were no questions for Prof. Eisele.

VIII. Report from the Faculty Affairs Committee (Josh Burk)

Josh Burk (Psychological Sciences) reported that the FAC has met weekly to discuss a variety of topics including the status of issues related to the search for a dean of Diversity, Equity, and Inclusion and the pilot diversity plan. The committee has received updates on the sustainable curriculum process and has been working on bylaws revisions and the Vision 2026 strategic planning process with the Council of Chairs and Program Directors.

Dean Donoghue Velleca commented on W&M's contributions to faculty governance in Virginia and that Prof. Porter and an ad hoc faculty group were working on creating a framework for NTE faculty outlining rights and responsibilities. Within the framework, the dean's office is

considering a research track, teaching track, and practice track; this document will be brought to Faculty of A&S.

Suzanne Hagedorn (English) asked how long the diversity hiring memo's stipulation that departments submit an unranked list would be in effect and what the FAC had said about this topic. Prof. Burk replied that it was in effect for three years and that committee members had expressed a mix of concerns and a willingness to give it a try. Dean Donoghue Velleca added that there was also a discussion of what inclusive teaching statements would look like for candidates who had little to no teaching experience.

Shantà Hinton (Biology) asked about for further information about concerns about not ranking faculty candidates. Prof. Burk said that feedback was mixed and that he did not know what the data was to support this practice as increasing diversity. Prof. Hinton asked whether the concern was common among colleagues. Prof. Burk said there had not been a survey and he would not want to speak to that question without more information.

Dean Donoghue Velleca commented that according to Chief Diversity Officer Glover and Chief Human Resources Officer Christopher Lee the unranked list was considered a best practice; she noted last year 80% of faculty recruited were faculty of color. She said she felt comfortable with this policy and the Dean's office would not force a candidate on a department, but she was aware that there were concerns among faculty about a top-down procedure.

X. Athletics Director Brian Mann

Dean Donoghue Velleca introduced W&M's new Athletics Director, Brian Mann. Mr. Mann gave personal background about his blue-collar, Irish Catholic upbringing and said that football got him into Dartmouth where he went to college. He subsequently played in the arena football league and worked in consulting before going into college athletics administration, working at Dartmouth, Rice, and UC-Berkeley. He said that he was trying to listen and learn, doing an analysis of each team, and had been interacting with the student assembly, faculty assembly, and staff assembly since his arrival. He said his philosophy was to see what campus athletics could do to further the mission of the university. Dean Donoghue Velleca thanked Mr. Mann for his remarks and asked for questions.

Prof. Hagedorn noted that the previous AD had tried to cut a number of smaller sports and teams to focus on football and basketball, which had greatly angered the alumni of those teams and asked what his plans were for these other sports going forward. Mr. Mann noted UC-Berkeley and Dartmouth had both cut and brought back sports and said that he was in this business to provide opportunity to young people. He said that removing opportunities would be an absolute last resort and that he would do everything in his power to create opportunities and make sure W&M is adding opportunities for its 500 athletes. He said he wanted the department to support leadership training, community service opportunities, career preparation, sports psychology, and nutrition. He also noted the need for updated facilities, mentioning Kaplan Arena.

Rio Riofrio (Modern Languages and Hispanic Studies) observed that student athletes had been very active in protests relating to diversity and asked Mr. Mann what sense he had gotten about these issues and how he would address their concerns. Mr. Mann said that he had met with the Student Athlete Advisory Committee and would continue to do so. He mentioned the student athlete development program that he hoped to create as a way for the Athletics Department to serve students better.

Dean Donoghue Velleca thanked Mr. Mann for his participation and noted that he had met with the assistant deans for undergraduate education. He thanked faculty for their support of W&M student athletes and invited those with suggestions and advice to contact him.

IX. Report from the Council of Chairs and Program Directors (Rowan Lockwood & Laurie Wolf)

Rowan Lockwood (Geology) reported that she and Laurie Wolf (Theatre, Speech, and Dance) were running CCPD as co-chairs. The Executive Committee consists of the two co-chairs in addition to members elected to represent areas and programs: Arthur Knight (English and American Studies), Paul Manna (Government), Tuska Benes (History) and Eric Bradley (Biology). The CCPD started the year with a workshop on diversity, equity, and inclusion, inviting the A&S Committee on Diversity, Equity, and Inclusion to discuss how departments and programs should go about updating their diversity plans. During the next two meetings, CCPD discussed the Vision 2026 strategic planning process, breaking into smaller groups to brainstorm and followed up by prioritizing and refining ideas. Most recently, CCPD has been discussing the three-year diversity hiring pilot program and conflicts between units' procedures and the program. Prof. Knight has agreed to write a Blue Paper on the issues that have arisen, potential solutions, and ideas for assessing the program. The next CCPD meeting will focus on sustainable curriculum work as well as a discussion by the A&S CDEI following up on previous work. Dean Donoghue Velleca asked for questions regarding the CCPD report or her report earlier in the meeting.

Prof. Erlich asked whether there was more detail on the drive to increase student enrollments, suggesting that it was driven by the BOV and financial considerations. He noted that he had not heard discussions about the need for increased infrastructure and classroom space. He expressed concerns about the pressure that increasing enrollment had already put on W&M's curriculum during the current academic year. Dean Donoghue Velleca said that the provost has tied new hiring to sustainable curriculum work, and that other units had already done so, though they have only 40 to 60 faculty members compared to over 500 in A&S. She noted that A&S departments and programs had asked for 70 positions but that her office had only requested 20 positions from the provost to ensure that all would be approved.

Dean Donoghue Velleca added that the BOV wanted smart growth in 2018, recommending the addition of about 600 students over four years, and that at this point due to the pandemic, W&M was about 100 students short of that goal. She said that she had not heard whether adding an additional 100 undergraduates next year would complete this process, noting that the rector of the BOV had mentioned a goal of increasing enrollment to 8000 undergraduate students in a couple of meetings. She discussed this number with the president and provost, who in turn told her that this figure came from a BOV member about five years ago who had analyzed W&M's finances. She said that she was trying to get clarity on this issue. She agreed with Prof. Erlich regarding the space constraints on classrooms and said that if the student body were to grow to that size, the faculty would need to grow as well. She said that when she has spoken personally to President Rowe, it was clear that the 8000 number for increased undergraduate enrollment was not from President Rowe.

Dean Donoghue Velleca called on Prof. Rasmussen, who decided to suspend a question relating to the AMES program. Prof. Wilcox expressed concern about whether minors would be included in the sustainable curriculum survey. Dean Donoghue Velleca said this issue had come up in the FAC meeting and that those filling out the survey should mention issues regarding

minors in the section relating to other curricular challenges. After being reminded that there were programs with minors that were not attached to majors such as Judaic Studies, Marine Science, Military Science, and Biochemistry, she said that her office would like to hear from those programs.

XI. Adjourn

Since there were no further questions, Dean Donoghue Velleca asked for a motion to adjourn. Prof. Sher made the motion, which was seconded; the meeting adjourned by unanimous consent at 5:01 p.m.

Respectfully submitted,
Suzanne Hagedorn, Secretary to the Faculty of Arts & Sciences

Appendix to the Minutes: FAC Motion to Amend the Bylaws

Please see the separate .PDF file with these bylaws changes, which were approved with a majority vote.

BYLAWS
Faculty of Arts & Sciences
William & Mary
April 3, 2012
as amended March 12th, 2019 and April 7 2020

[November 2021 proposed amendments: delete text that is ~~struck through~~ and add **red text**.]

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 postdoctoral 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,~~ **Vice-Deans, and Assistant Deans for Undergraduate Education**, ~~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.

Commented [PNM1]: Note the deletion of this apostrophe.

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.

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~~ **Vice-Deans** ~~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 **an Assistant Dean for Undergraduate Education** ~~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 **an Assistant Dean for Undergraduate Education** ~~the Dean of Undergraduate Studies~~ as chair, and four faculty members elected for terms of four years, one term expiring annually. **An Assistant Dean for Undergraduate Education** ~~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 and three administrators: the Dean of Students, **an Assistant Dean for Undergraduate Education**, ~~the Dean of Undergraduate Studies~~, and the University Registrar **or their designees**. 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. **During the summer, the outgoing and incoming members of the Committee will all have voting rights.** 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, **two from each Area**, 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.

Commented [PNM2]: This qualification makes explicit the committee's current practice.

Commented [PNM3]: This addition makes explicit the committee's current practice.

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, **two from each Area**, 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 **an Assistant Dean for Undergraduate Education** ~~either the Dean for Educational Policy or the Dean of Undergraduate Studies~~ **In addition, the Vice President of**

Student Affairs Office coordinates the appointment of two students to serve on ISAC each year.

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 & Sciences graduate student, nominated by the **Vice**-Dean of Graduate Studies and Research, one Arts & Sciences undergraduate student, nominated by the Vice President for Student Affairs, each student for a one year term, and one Arts & Sciences staff member, appointed by the Dean, in consultation with the Associate Dean for Diversity & 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 & Sciences Faculty Fellow for Diversity. The Associate Dean for Diversity & 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 **Vice-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~~ **Director of the Charles Center**), one undergraduate student, and one graduate student. It will be chaired by the ~~Dean for Interdisciplinary Studies~~ **Director of the Charles Center**. 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.