

Faculty of Arts & Sciences
November 12th, 2024, 3:30 – 5:00 pm
Tucker 127 A

- I. Approval of minutes from October 1st, 2024FAS meeting
 - Minutes approved by unanimous consent
- II. Report from the Dean (Suzanne Raitt)
 - Conveying undergraduate activities to the public.
 - The Dean is planning to collect data the number of undergraduates who study in the field, are working in labs, and who have co-authored peer-reviewed articles.
 - Highlighting this information will ensure A&S is strategically positioned in the university alongside the School of CDSP and the Batten School of Marine and Coastal Sciences so that we continue to remain visible and maintain resources commensurate to our abilities. The Dean will ask the FAS for their ideas on this in the near future.
 - Meeting with the President
 - The Dean met with the President who was engaged and supportive of strategic plans for A&S; and also agreed to revisit the Fitness for Duty policy.
 - Working Group on organizing and supporting the work of administrative staff to reduce overwhelm.
 - The group has produced a report with recommendations. They suggest adding a new position to assist with faculty recruitment and administrative tasks such as managing faculty recruitment, liaising with HR, managing teaching faculty contracts, and processing student work I-9s. A small number of advanced schedulers will be trained to use a new system for course scheduling. This will take some of the load off of departmental admins. and course scheduling.
 - The Dean will soon organize “Administrative Leads” and a structured mentoring program for staff like the A&S faculty mentoring program.
 - Dependent Care Leave for Faculty
 - William & Mary’s leave system gives you 120 days, but you have to earn it back once you've used it. The Virginia sickness and disability plan generally gives you 8 weeks for leave.
 - A new policy allows faculty who have not accrued enough leave (or who have used it) for a whole semester to work part-time throughout the semester while they are on dependent care leave.
 - HR has been supportive and helpful.
 - Adjunct Faculty Raises
 - Adjunct faculty will receive a 3% raise retroactive to fall 2024 and contracted at the new rate in spring 2025.
 - Teaching Faculty Evaluation and TA Working Groups have convened, and further information will be shared soon.

- Reminder: the Future of Arts and Sciences Survey closes on Friday, and faculty are encouraged to share their thoughts.
- Responses to Visiting Teaching Faculty Requests will be provided before the fall schedule is finalized so departments know how to schedule.
- Some faculty have received information about the Retirement Incentive Plan
 - Two plans available.
 - Those faculty announcing they will retire in May 2026 have a 2-course reduction for AY 25- 26.
 - Faculty announcing retirement in summer 2027 get a 1 course reduction in AY 25-26, and AY 26-27, and continue to be paid at 100%.
 - This is not a reduced responsibility contract but a realignment of effort away from teaching. However, the Dean is not going to be counting and quantifying the additional amount of service or research completed.
 - The link sent to some faculty is only an invitation to express interest and doesn't commit faculty to anything. The cash incentive has not yet been approved by the Governor. The program is managed by the Provost's Office.
 - Faculty 60 and over are eligible to choose one plan.
- Vice Dean for Research and Graduate Studies
 - Interviews have concluded, and a decision will be made soon. Thank you to those who applied.
- Teaching Faculty Framework Survey
 - Survey sent to teaching faculty to identify areas for improvement. responses covered a range of questions and ideas.
 - Suzanne is meeting with the Teaching Committee tomorrow morning to follow up on the survey and what we might be able to do to even more fully integrate and reward our teaching colleagues.
- Opportunity every year to request additional base budget from the Provost's office. A&S will make some requests, although funding is never certain.
 - One proposal will be to increase PhD student stipends for some graduate student stipends to be comparable with Virginia Tech and University of Virginia.
 - Data was collected from grad students on the cost of living in Williamsburg to support the proposal.
 - We're underpaying right now and losing Phd students, even where our program might be better suited to their needs than the one they choose. Suzanne has a graduate student advisory group and they've been incredibly helpful.
 - The proposal to increase base funding could also help with grad student health insurance premiums rather than have departments make up 25%. There are lots of issues with the way they pay those stipends out. Graduate students have to pay the whole year's health insurance premium in one lump sum at the beginning of the year before they've received stipend that's supposed to compensate for that, plus the stipend they receive is taxed. We're trying to figure out a way to do that differently.
- Pre-Professional Advising Center

- A&S will create a center with faculty advisors for pre-med, pre-health, and other pre-professional tracks and request funding for a full-time administrative coordinator who will also assign advisees and help with managing scribing and shadowing.
- Thanks to current pre-med and pre-health advisors for their efforts and thanks to Bev Sher for all the work she did for so many years.
- Suzanne will request more money for faculty lines to reduce the student-faculty ratio to 12:1.
- A faculty member asks if when the concept of field activities is developed, the concept might be defined as broadly as possible to include the widest set of departments and programs.

III. Teaching Faculty Merit Review framework and template language

- Motion to Approve Teaching Faculty Evaluation Criteria
 - The Teaching Faculty Framework was edited very slightly to clarify evaluation criteria for teaching faculty, ensuring alignment with service and mentoring activities.
 - For TF, mentoring and advising counts as service, while it counts for teaching for TTE faculty. The changed language is:
 - *“TF will be evaluated for their classroom teaching on a scale of 0 to 6 using criteria that are based on those used for the evaluation of classroom teaching for TTE faculty in each unit, which along with other instructional activities, count towards service.”* This motion comes from FAC so doesn’t need to be seconded.
 - A faculty member comments that TTE faculty are assessed variously in departments regarding mentorship and Honors. He asks where the rule governing TTE counting Honors and research as teaching is codified. Suzanne notes that it’s teaching in most TTE tenure and promotion portfolios.
 - The motion to adopt the change in language to the Teaching Faculty Framework passes unanimously. Procedural Review Committee and then Personnel Policy Committee will review.
- Course Scheduling and Registration
 - Schedules will be pushed out to students tomorrow from PATH, and registration updates will follow.
 - Suzanne will provide cart data to chairs and program directors to identify high-demand courses help with scheduling in fall. The Registrar is closely tracking the allocation of seats and supporting us in aligning seats to student demand.

IV. FAC motion on re-aligning Areas I, II, and III (J.C. Poutsma)

- Three large departments and programs are moving over to the new school, and it's going to create a pretty big imbalance in terms of the numbers of faculty in Areas I, II, and III. A&S could do nothing, which would result in 158 faculty in Area I, 159 faculty in Area II, and 78 faculty in Area III. This puts a service burden on Area III.
- FAC proposes to switch Kinesiology and Psychological Sciences from Area II to Area III. This would require a change to the faculty bylaws and manual.
- FAC is doing three things with this motion: Tidying up the list of departments in the bylaws and manual, removing the departments which are moving to the new school, and balancing the numbers of faculty in each Area by moving KINE and PSYC.
- A faculty member asks about the origin of categorizing different departments into the Areas, but there isn’t much information on that. J.C. notes that FAC considered doing

away with the Areas, or accounting for really large departments which could vote en bloc in an Area but ultimately decided to propose moving PSYC and KINE.

- Suzanne notes that if in the future, A&S isn't served by these divisions, we can do something different but for now, it's important to have the A&S Bylaws align with the Faculty Handbook, whose revisions we hope will be approved by the BOV in later in November. That A&S can convene a Working group to revise the Bylaws wherein we can think about how to structure committee work.
- A faculty member suggests that to widen the range of people who are elected to committees, a sentence about them be added to the ballots.
- J.C. notes that current committees will stand until next fall and committee members in three-year terms will also serve for the remainder of those terms.
- Faculty members who are moving in fall to the new school should not vote on the FAC motion to move KINE and PSYC to Area III.
- The motion passes unanimously.

V. Dean's memo

- The Dean has disseminated a revised version of the Promotion and Tenure Memo outlining procedures for tenure, interim third-year review, and promotion for review and FAS approval.
 - The document has been edited to remove instructions on creating a Blackboard site and other operational procedures. Information has been added to make interdisciplinary programs more visible.
 - Suzanne asks for comments on the document which was sent out to faculty three weeks ago, but there are none.
 - The FAS approves the proposed changes to the RPT Memo unanimously.

VI. COGS report (Chris Carone)

- Committee on Graduate Studies Report
 - Annual report available on the A&S web pages, highlighting the committee's activities.
 - With regard to international student admission deadlines, visas can now be transferred up to one month ahead of the semester.
 - There's a new policy for cross-listing undergraduate and graduate courses ensuring higher standards for graduate courses, which should be codified in syllabi.
 - The Math department has proposed a new doctoral program, currently under review.

VII. Faculty Assembly Report (Josh Puzey)

- The Faculty Assembly is revising the Fitness for Duty policy which needs to be updated, with a draft expected soon.
- The search for a new Vice Provost for Research is ongoing, with Faculty Assembly involvement.
 - A&S Bylaws require FAS to participate in search committees at this level, but when the search committee was announced, a concern was raised that A&S was underrepresented on the search committee.
 - The Faculty Assembly approached the Provost resulting in additional representation from A&S and from the Law School. A faculty member and the Dean thank Faculty Assembly and members of the search committee.

VIII. New Business – there was no new business

IX. Adjourn